NAVY TACTICS, TECHNIQUES, AND PROCEDURES

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NAVY WARFARE DEVELOPMENT COMMAND
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December 2001

LETTER OF APPROVAL

1. NTTP 1-01 (REV. B) through Change 1, THE NAVY WARFARE LIBRARY is UNCLASSIFIED and is approved for public release and internet posting.

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Approved

R. G. SPRIGG

December 2001

PUBLICATION NOTICE   ROUTING

1. Change 1 to NTTP 1-01 (REV. B), THE NAVY WARFARE LIBRARY, is available in
    the Navy Warfare Library. It is effective upon receipt.

2. General Summary of Changes:

Front Matter

Corrected style, format, addresses, and acronym definitions.

Chapter 1 — General

Corrected punctuation.

Added Commandant of the Marine Corps (CMC) to the NDP approval process.

Chapter 2 — Publication Lifecycle Responsibilities

Corrected spelling and punctuation.

Aligned Technical Publications (N573) with NWDC.

Chapter 3 — Publication Development Process

Corrected spelling, punctuation, and addresses.

Amplified draft procedures.

Chapter 4 — Procedures for Maintenance of the Navy Warfare Library

Corrected spelling, punctuation, and addresses.

Added APEL to CD-ROM distribution and USSAN INST 1-69 for handling NWL publications.

Revised NWL inventory procedures.

Revised destruction procedures for NWEL/NLL/APEL CD-ROMs.

Appendix A — Format Specifications for Preparing Navy Warfare Library Publications

Corrected spelling, punctuation, and addresses.

Revised, corrected, and updated style and format procedures and illustrations.

Appendix B — NWP/NTTP/TACMEMO Numbering System

Corrected spelling.

Appendix C — Project Proposal Format

Added NTRPs and FXPs to list of publication projects and revised the Sample Program Directive message.

Appendix D — Navy Warfare Library

Corrected chapter title and text within figures.

Index and LEP

Revised to reflect changes made throughout publication.

_____

Navy Warfare Library Custodian

Navy Warfare Library publications must be made readily available to all users and other interested personnel within the U.S. Navy.

Note to Navy Warfare Library Custodian

This notice should be duplicated for routing to cognizant personnel to keep them informed of changes to this publication.

RECORD OF CHANGES

Change No. and Date of Change	Date of Entry	Page Count Verified by (Signature)
CHANGE 1 12/01	1/04/02	*Due Hellner*

RECORD OF CHANGES

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The Navy Warfare Library

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APPENDIX D — NAVY WARFARE LIBRARY

LIST OF ACRONYMS/ABBREVIATIONS

A

ADRL	Automatic Distribution Requirements List
AIR TACMAN	Aircraft Tactical Manual
AIRTEVRON	Air Test & Evaluation Squadron
ALSA	Air, Land, Sea Application (Center)
AP	Allied Publication
APEL	Allied Publication Electronic Library
ATP	Allied Tactical Publication
AXP	Allied Exercise Publication

C

CC	Contributing Command
CD-ROM	compact disc-read only memory
CINC	commander in chief
CJCS	Chairman, Joint Chiefs of Staff
CNO	Chief of Naval Operations
COMOPTEVFOR	Commander, Operational Test and Evaluation Force
COMSECONDFLT	Commander, Second Fleet
COMSURFWARDEVGRU	Commander, Surface Warfare Development Group
COMTHIRDFLT	Commander, Third Fleet
CONUS	continental/contiguous United States
COR	contracting officer's representative
CRA	coordinating review authority

D

DAAS	Defense Automatic Addressing System
DAASO	Defense Automatic Addressing System Office

DAPS	Document Automation and Production Service
DOD	Department of Defense
DODINST	Department of Defense Instruction
DON	Department of the Navy
DTG	date-time group

E

EXTAC	experimental tactic; Experimental Tactical Publication

F

FBE	Fleet Battle Experiment
FLTCINC	fleet commander in chief
FXP	Fleet Exercise Publication

G

GPO	Government Printing Office

I

IC	interim change
IOC	initial operational capability
ISIC	immediate superior in the chain of command

J

JEL	Joint Electronic Library
JP	Joint Publication
JTTP	Joint Tactics, Techniques, and Procedures
JULLS	Joint Universal Lessons Learned System

K

KB	kilobyte(s)

L

LA	lead agent
LOI	list of illustrations
LOP	letter of promulgation

M

MCCDC	Marine Corps Combat Development Command
MCLLS	Marine Corps Lessons Learned System
MILSTRIP	military standard requisitioning and issue procedure
MM	Multinational Manual
MMOP	Multinational Maritime Operations Manual
MTF	message text format

N

NATEC	Naval Air Technical Data and Engineering Service Command
NATO	North Atlantic Treaty Organization
NATOPS	Naval Air Training and Operating Procedures Standardization
NAVAIR	Naval Air Systems Command
NAVICP	Navy Inventory Control Point
NAVSUP	naval supply; Naval Supply Systems Command
NDP	Naval Doctrine Publication
NED	NATO Effective Date
NIIP	Navy Instructional Input Program
NIPRNET	Non-Secure Internet Protocol Router Network
NLLDB	Navy Lessons Learned Data Base
NLLS	Navy Lessons Learned System
NMM	NOT IN MULTINATIONAL MANUAL
NTRP	Navy Tactical Reference Publication
NTTP	Navy Tactics, Techniques, and Procedures
NWC	Naval War College
NWDC	Navy Warfare Development Command
NWEL	Navy Warfare Electronic Library
NWL	Navy Warfare Library
NWP	Navy Warfare Publication

O

OPEVAL	operational evaluation
OPNAV	Office of the Chief of Naval Operations
OPNAVINST	Chief of Naval Operations Instruction
OPGEN	Operations General
OPTASK	Operational Task
OPTEVFOR	Operational Test and Evaluation Force
OTG	Operations and Tactics Guide

P

PD	program directive
PfP	Partnership for Peace
POD	Print on Demand
PRA	primary review authority

R

RAM	random-access memory
RAP	Remedial Action Program

S

SALTS	Streamlined Automated Logistics Transfer System
SECNAVINST	Secretary of the Navy Instruction
SIPRNET	SECRET Internet Protocol Router Network
SNDL	Standard Navy Distribution List
STANAG	standardization agreement (NATO)
SWDG	Surface Warfare Development Group

T

TAC D&E	Tactical Development and Evaluation
TACMAN	Tactical Manual
TACMEMO	Tactical Memorandum
TCO	Technical Cognizance Office

TOC	table of contents
TP	Test Publication
TRA	technical review authority
TTP	tactics, techniques, and procedures
TYCOM	type commander

U

UC	urgent change

PREFACE

NTTP 1-01 (Rev. B), The Navy Warfare Library, establishes new and revised organizational structures and procedures for the Navy Warfare Library (NWL).

NTTP 1-01 (Rev. B) provides definitions, techniques, and procedures that govern Navy tactical and doctrinal publications. This publication includes the revised structure for the NWL and revised procedures for development and maintenance of NWL publications. This revision should be reviewed in its entirety. Also included are simplified procedures for maintaining the NWL.

Throughout this publication, references to other publications imply the effective edition.

Report any page shortage by letter to Commander, Navy Warfare Development Command.

ORDERING DATA

Order a new publication or change, as appropriate, through the Navy Supply System.

Changes to the distribution and allowance lists (to add or delete your command from the distribution list, or to modify the number of copies of a publication that you receive) must be made in accordance with NTTP 1-01.

RECOMMENDED CHANGES

Submit recommended changes to this publication at any time using the accompanying format for routine changes. Fleet units and stations submit recommendations through their chain of command to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
DOCTRINE DIRECTOR (N5)
686 CUSHING ROAD
NEWPORT RI 02841-1207

WEB-BASED CHANGE SUBMISSIONS

Recommended change submissions for this publication may be submitted to the Navy doctrine discussion group site. This discussion group may be accessed through the Navy Warfare Development Command (NWDC) SIPRNET website http://www.nwdc.navy.smil.mil/.

URGENT CHANGE RECOMMENDATIONS

When items for changes are considered urgent (as defined in NTTP 1-01 (Rev. B) and include matters of safety), this information is sent by message (see accompanying sample message format) to NWDC, and all other concerned commands, clearly explaining, with appropriate justification, the proposed change. Information addressees should comment as appropriate.

CHANGE SYMBOLS

Revised text in changes is indicated by a black vertical line in the outside margin of the page, like the one printed next to this paragraph. The change symbol indicates a change. This change may be added material or restated information. A change symbol in the outside margin by the chapter number and title indicates a new or completely revised chapter.

(CLASSIFICATION)

RECOMMENDED CHANGE TO: _____ **DATE:** _____
(PUBLICATION NUMBER / REVISION / CHANGE)

LOCATION: _____ _____ _____ _____
(PAGE) (PARA) (LINE) (FIG. NO.)

TYPE OF CHANGE: ADD _____ DELETE _____ MODIFY _____ TEXT _____ FIGURE _____

EXACT CHANGE RECOMMENDED: USE ADDITIONAL SHEETS IF NEEDED. GIVE VERBATIM TEXT CHANGES. IF FIGURE IS TO BE ADDED, SUPPLY ROUGH SKETCH OR IDENTIFY SOURCE. IF FIGURE IS TO BE CHANGED, INCLUDE A MARKED UP COPY OF EXISTING FIGURE.

RATIONALE:

SUBMITTED BY: _____ _____
(ORIGINATING COMMAND) (ORIGINATOR SEQUENCE NO.)

_____ _____
(POINT OF CONTACT) (PHONE - IDENTIFY DSN OR COMM)

PRA ACTION: ACCEPTED _____ MODIFIED _____ REJECTED _____

REMARKS: (USE ADDITIONAL SHEETS IF NEEDED)

_____ _____
(PRA POINT OF CONTACT) (PHONE - IDENTIFY DSN OR COMM)

CONFERENCE DATE: _____ **CONFERENCE AGENDA ITEM NO.:** _____

PAGE _____ OF _____

(CLASSIFICATION)

FM ORIGINATOR

TO COMNAVWARDEVCOM NEWPORT RI//N5//

BT

CLASSIFICATION//N03510//

MSGID/GENADMIN/*(Organization ID)*//

SUBJ/URGENT CHANGE RECOMMENDATION FOR NTTP 1-01 (REV. B)//

REF/A/DOC/NWDC//

AMPN/REF A IS NTTP 1-01 (REV. B), THE NAVY WARFARE LIBRARY//

POC/*(Command Representative)*//

RMKS/1. IAW REF A URGENT CHANGE IS RECOMMENDED FOR NTTP 1-01 (REV. B)

2. PAGE _____ PARA NO _____ LINE NO _____ FIG NO _____

3. PROPOSED NEW TEXT *(Include classification)*

4. JUSTIFICATION.

BT

Message provided for subject matter; ensure that actual message conforms to MTF requirements.

WARNINGS, CAUTIONS, AND NOTES

The following definitions apply to "WARNINGS," "CAUTIONS," and "Notes" found throughout the manual:

WARNING

An operating procedure, practice, or condition that may result in injury or death if not carefully observed or followed.

CAUTION

An operating procedure, practice, or condition that may result in damage to equipment if not carefully observed or followed.

Note

An operating procedure, practice, or condition that is essential to emphasize.

WORDING

The concept of word usage and intended meaning which has been adhered to in preparing this publication is as follows:

"Shall" has been used only when application of a procedure is mandatory.

"Should" has been used only when application of a procedure is recommended.

"May" and "need not" have been used only when application of a procedure is optional.

"Will" has been used only to indicate futurity, never to indicate any degree of requirement for application of a procedure.

CHAPTER 1

General

1.1 PURPOSE

The Navy Warfare Library (NWL) is a compilation of doctrinal, tactical, and reference publications designed to meet the needs of the navy warfighter. The library includes publications from within the Navy Doctrine Hierarchy and applicable allied/multiservice/multinational publications. NTTP 1-01 (Rev. B), The Navy Warfare Library, defines the organization and procedures governing Naval Doctrine Publications (NDPs); Navy Warfare Publications (NWPs); Navy Tactics, Techniques, and Procedures (NTTPs); Navy Tactical Reference Publications (NTRPs); Fleet Exercise Publications (FXPs); and Tactical Memoranda (TACMEMOs). It defines relationships among commands and programs involved in tactics development, assigns responsibilities for developing and maintaining tactical and doctrinal publications, and contains guidance for maintaining the NWL. Where applicable, NTTP 1-01 (Rev. B) addresses procedures pertaining to multiservice publications; Allied Publications (APs); Multinational Manuals (MMs); Joint Publications (JPs); Joint Tactics, Techniques, and Procedures (JTTPs); and the Navy Lessons Learned System (NLLS) used by U.S. Navy forces.

1.2 DOCTRINE, TACTICS, TECHNIQUES, PROCEDURES, AND RELATED GUIDANCE

1.2.1 Doctrine

Doctrine is the "fundamental principles by which the military forces or elements thereof guide their actions in support of national objectives. It is authoritative but requires judgment in application." (JP 1-02). Within the NWL, doctrine refers to overarching guidance that allows collections of Navy units to operate effectively as a Navy force. Doctrine therefore refers to both fundamental principles and operational level guidance. This operational level doctrine is distinct from the tactical level doctrine and TTP used to guide the specific operation of platforms and systems. Doctrine is issued in top-level JPs, NDPs, and top NWPs. It is the starting point from which we develop solutions and options to address specific warfighting demands, and the challenges faced across the full spectrum of naval operations. TTP may also be included in series-leading NWPs, but it is normally promulgated by NTTPs. With operational level doctrine, we gain standardization, without relinquishing freedom of judgment and the commander's need to exercise initiative in battle.

Navy doctrine forms a bridge between the naval component of our nation's military strategy and our tactics, techniques, and procedures. A commander, however, cannot operate solely under the guidance of broad strategy. Neither can he make appropriate mission decisions if guided only by TTP. Doctrine guides our actions toward well-defined goals and provides the basis for mutual understanding within and among the Services and the national policymakers. It ensures our familiarity and efficiency in the execution of procedures and tactics.

1.2.2 TTP

Navy TTP is primarily promulgated by NTTPs written by the appropriate subject matter experts. Joint, Allied, and multinational TTP are published in JPs/JTTP, APs, and MMs. NTTPs contain tactical level doctrine for the employment of weapons systems, platforms, and forces. NTTPs provide the detailed information needed to effectively and efficiently operate and employ specific platforms and systems. The level of compliance for TTP is specified within the publication itself using the terms "CAUTION," "WARNING," "Note," "should," "shall," "will," and "may." These terms, as they apply to NWPs, are defined in the preface to this and all other Navy tactical and doctrinal publications.

1.2.2.1 Tactics

Tactics are the employment of units in combat or the ordered arrangement and maneuver of units in relation to each other and/or the enemy in order to use their full potential. The target audience is commanders of units to which the tactics apply and their immediate superiors in command.

1.2.2.2 Techniques

Techniques describe employment of specific components and systems of ships or aircraft. They are generally written for watch supervisors and operators.

1.2.2.3 Procedures

Procedures are instructions, often detailed, for operation of specific systems and equipment. Procedures are often more rigid and directive than other levels of tactical guidance, because of the technical limits of weapons, ships, aircraft, and other equipment. Procedures are written for equipment or system operators.

1.2.3 Command Directives

Commands issue directives such as standing orders, Operation Orders (OPORDs), Operational Tasks (OPTASKs), or instructions that set local policies. While much of the material in these directives may be derived from doctrinal and TTP publications, these documents are not part of the NWL. Their content and format are determined by the issuing commander.

1.3 SCOPE

The procedures in this book are applicable to all publications within the NWL. The NWL consists of the Navy Doctrine Hierarchy: NDPs, NWPs, NTTPs, NTRPs, FXPs, and TACMEMOs — and associated doctrinal and tactical sources: APs, MMs, and multiservice publications. Aircraft Tactical Manuals (AIR TACMANs) are administered and maintained in accordance with Naval Air Systems Command (NAVAIR) procedures as well as the guidance in this manual, and are discussed separately. Commander, Operational Test and Evaluation Force (OPTEVFOR) Operations and Tactics Guides (OTGs) are similar in nature to TACMEMOs. OTGs promulgate approved tactics for new systems and are intended to update NWPs/NTTPs or become NWP/NTTPs as systems are tested and incorporated into the fleet. The Navy Lessons Learned Data Base (NLLDB) is covered under OPNAVINST 3500.37 series and while not part of the NWL, the NLLDB is maintained, distributed, and administered using procedures contained in this publication.

1.3.1 Naval Doctrine Publications

NDPs are capstone publications that describe the role of U.S. Navy forces, outline our basic warfighting philosophy, and disseminate operational level principles for employment. NDPs are promulgated by NWDC and approved by the Chief of Naval Operations (CNO) and Commandant of the Marine Corps (CMC). As depicted in Figure 1-1, NDPs are the highest level of navy doctrine. They link the Navy's overarching military strategy to fleet operations. Operations at the unit level are governed by the principles and philosophy contained within these publications. More specific guidance is promulgated at the operational level by NWPs or at the system/platform level by NTTPs and NTRPs.

There are six NDPs:

1. NDP 1, *Naval Warfare*, provides the basis for the detailed doctrine of the U.S. Navy. It highlights the distinctive characteristics of warfare in a maritime environment and outlines the employment of our Navy forces.

2. NDP 2, *Naval Intelligence*, describes the ways Navy intelligence supports military planning for routine peacetime operations, operations other than war, and combat.

3. NDP 3, *Naval Operations*, reaffirms the foundation of Navy operations. It explains how and why we conduct Navy operations in support of national security and national military strategies.
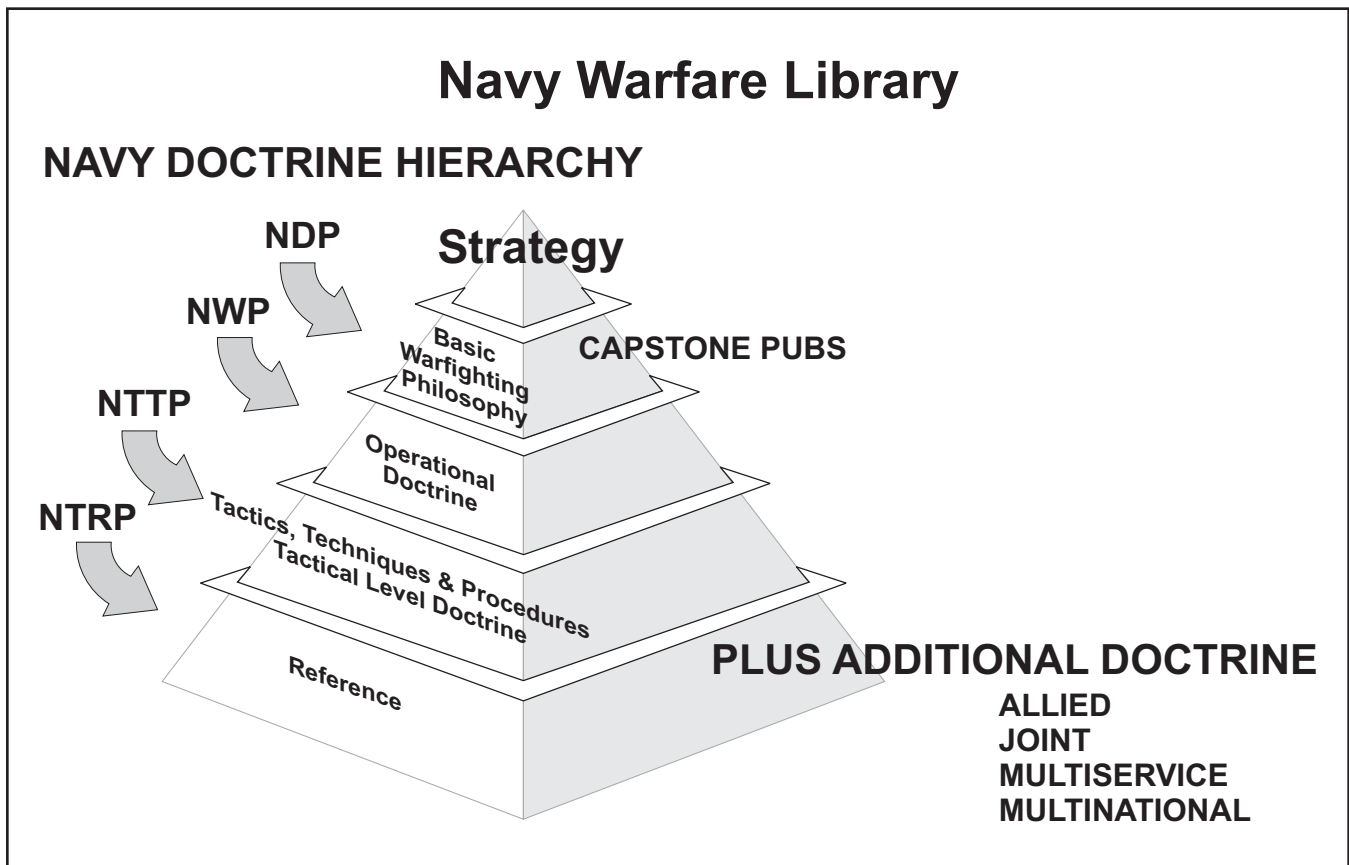
Figure 1-1. Navy Warfare Library

4. NDP 4, *Naval Logistics*, describes how we apply fundamental logistic principles, functions, and elements, and how we use the resources of formal planning and logistic information support to attain the basic goal of operational force readiness.

5. NDP 5, *Naval Planning*, describes the basic tenets of military planning emphasizing naval planning and how it fits within both joint operations and the overall strategic and political structure.

6. NDP 6, *Naval Command and Control*, provides the philosophical foundation of command and control, how commanders influence operations, the command and control process, the systems through which command and control is executed, and the various ways that commanders establish effective command and control.

1.3.2 Navy Warfare Publications

NWPs contain operational level doctrine that covers mission areas, enabling functions, and the organization and support of forces for sustained operations. NWPs may contain amplifying TTP for the employment of navy forces. NWPs are promulgated and approved by Commander, NWDC.

1.3.3 Navy Tactics, Techniques, and Procedures Manuals

NTTPs contain tactical level doctrine and TTP for tactical level platforms/weapons systems, organizations, capabilities and support functions. Fleet Primary Review Authorities (PRAs) and Centers of Excellence author, review, update, and approve these publications. Commander, NWDC reviews NTTPs for format and approved Joint and Navy service terminology. Commander, NWDC also verifies that the contents support Navy Strategic and Operational Level doctrine.

1.3.4 Navy Tactical Reference Publications

NTRPs are considered standalone and descriptive in nature. Hence, they are not required to tie directly to the superior publications. Examples of NTRP subject matter include data which typically does not change such as tables and diagrams, physics (i.e., oceanography, acoustic, and electromagnetic discussions) and system operating procedures and guidelines. NTRPs support tactical employment and are intended for the operator/watch stander. Fleet Primary Review Authorities (PRAs) and Centers of Excellence author, review, update, and approve these publications. Commander, NWDC reviews NTRPs for format and approved Joint and Navy service terminology. Commander, NWDC also verifies that the contents support Navy Strategic and Operational Level doctrine.

1.3.5 Tactical Memoranda

The Navy's developmental tactics are published in TACMEMOs issued by various operational commanders and Warfare Centers of Excellence. They are intended to allow operational commanders and Warfare Centers of Excellence (see Figure 1-2) to publish new TTP for evaluation and validation by operating forces, either in exercises or in operations. They are issued for a specific period of time that will allow validation of their substance, normally less than 24 months. Validated tactics from TACMEMOs are incorporated into NWPs, NTTPs, or NTRPs. TACMEMOs are discussed in detail in paragraph 3.8.

Note

A Warfare Center of Excellence is defined as an organization containing a group of subject-matter experts who are focused upon the development of TTP.

WARFARE CENTERS OF EXCELLENCE

Air Tactical Evaluation Squadrons
Fleet Information Warfare Center
Mine Warfare Command
Naval Environmental Health Center
Naval Operational Medicine Institute
Naval Space Command
Naval Special Warfare Command
Naval Strike and Air Warfare Center
Naval Undersea Warfare Center
Surface Warfare Development Group
Submarine Development Squadron Twelve

Figure 1-2. Warfare Centers of Excellence

1.3.6 Fleet Exercise Publications

FXPs are a series of publications that guide tactical training events and exercises conducted by operational commanders. The development and updating of these publications are similar to NWPs/NTTPs.

1.3.7 NWP Test Publications

NWP Test Publications (TPs) are fully developed NWPs requiring evaluation prior to acceptance for general use. NWP TPs are denoted by the suffix "TP" after the NWP publication number.

1.3.8 Navy Doctrine Hierarchy

The Navy Doctrine Hierarchy provides a framework for navy doctrine and TTP that follows the joint publication structure. Each series (except the 1-XX- series, which are reference publications) has a capstone publication (NDP) as the first publication in the series. The capstone publications constitute the doctrinal foundation, with the more detailed publications amplifying the doctrine or providing the TTP to support it.

1. NDP/NWP/NTTP 1 — Series, General/Reference Publications

2. NDP/NWP/NTTP 2 — Series, Intelligence Publications

3. NDP/NWP/NTTP 3 — Series, Operations Publications

4. NDP/NWP/NTTP 4 — Series, Logistics Publications

5. NDP/NWP/NTTP 5 — Series, Planning Publications

6. NDP/NWP/NTTP 6 — Series, Command and Control Publications.

1.3.9 NWP/NTTP/NTRP Numbering System

Navy Warfare Development Command, Doctrine Director, N5 assigns publication numbers to Navy and Navy multiservice publications to ensure subject matter continuity. Appendix B contains the NWP/NTTP/NTRP numbering system. In general, the system adheres to the following conventions:

1. **Series.** The first numerical group identifies the major category (intelligence, operations, etc.) as listed above in paragraph 1.3.4.

2. **Functional Field.** The second numerical group, following the hyphen, places the publication within a functional field. These functional fields are derived from the numbers assigned joint publications in the same functional mission areas. Where there is no associated joint doctrine for a given naval tactical area, a nonconflicting number is issued, as example, the NWP 3-2X series. The joint numbering system does not utilize the 2X series under Operations, and the Navy uses this for maritime topics (platform specific procedures) that would not otherwise be supported within the joint architecture.

3. **Expanded Doctrine/TTP/Reference.** The third numerical group, following the decimal, identifies TTP for sequenced manuals within the functional field. (For example, NTTP 4-02.7, Combat Stress Control, provides TTP in support of health protection found in NWP 4-02, Operational Health Service Support. See Figure 1-3.) When the number of publications within a functional area warrants, the publications may be further divided into a third and fourth group of numbers separated by a decimal (e.g., NTTP 3-20.6.1, CG 47 Class Tactical Manual).

```
NTTP 4-02.7 – COMBAT STRESS

    4      -      02      .      7
 SERIES        FUNCTIONAL      EXPANDED
                 FIELD        DOCTRINE/TTP

Navy Logistics    Health      Combat Stress
 Publications    Protection      Control
```
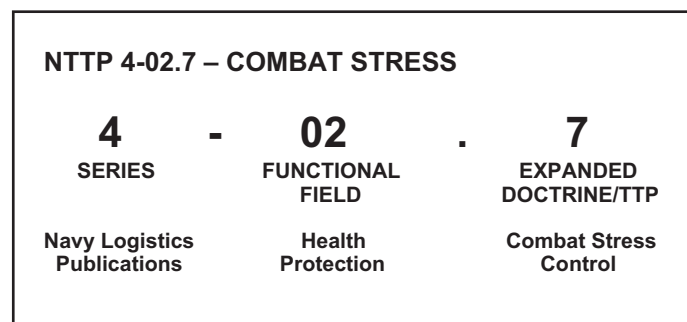
Figure 1-3. Publication Numbering

1.3.10 Marine Corps Publications

Marine Corps publications are under the authority of Marine Corps Order 5600.20 that governs the Marine Corps Warfighting Publications System and identifies the structure, composition, and maintenance procedures for Marine Corps publications. These publications are developed and maintained by the Marine Corps.

1.3.11 Joint Publications

JPs are issued by the Chairman of the Joint Chiefs of Staff (CJCS), in consultation with the other members of the Joint Chiefs of Staff and the Commanders in Chief (CINCs), to describe doctrine and TTP for employing U.S. Armed Forces in joint operations. Joint publications are the governing documents for joint operations. JP 1-01, Joint Publication System, Joint Doctrine and Joint Tactics, Techniques, and Procedures Development Program, describes and governs the joint publication system. Quote from JP 1/N58: "Joint doctrine takes precedence over individual Service doctrine, which must be consistent with joint doctrine."

1.3.12 Multiservice Publications

Certain operations and missions require doctrine or TTP that apply to two or more services, but do not require participation by all services or ratification by the CJCS. This multiservice doctrine is defined in Joint Pub 1-02 as "fundamental principles that guide the employment of forces of two or more Services in coordinated action toward a common objective. It is ratified by two or more Services and is promulgated by multiservice publications that identify the participating Services (e.g., Army-Navy doctrine)." Multiservice publications that include doctrine and TTP for use by Navy forces are approved for the Navy by Commander, Navy Warfare Development Command. These publications may be developed outside of the procedures contained herein, but are assigned a Navy-unique NTTP number using the guidelines of paragraph 1.3.9.

1.3.13 Air, Land, Sea Application Center

Chartered by a Joint Memorandum of Agreement between the Army, Navy, Marine Corps, and Air Force Doctrine Centers, the Air, Land, Sea Application (ALSA) Center is the primary developer of multiservice TTP. All four services, as applicable, are represented in the development of doctrine and TTP. The procedures used at ALSA Center for development of TTP are not covered here, but publications of Navy interest are assigned a Navy-unique NTTP number using the guidelines of paragraph 1.3.9.

1.3.14 Allied Publications

APs serve the same purpose as Navy tactical and doctrinal publications for operations with North Atlantic Treaty Organization (NATO) forces. NWPs/NTTPs/NTRPs are subordinate and complementary to Allied publications in NATO operations. When national forces operate under NATO command, their actions should be guided by NATO doctrine/TTP that has been ratified by the United States. If NATO lacks doctrine/TTP for a specific task, national doctrine/TTP may be approved for use by the participants until an approved multinational doctrine/TTP is promulgated.

Joint doctrine and JTTP provide the national position for combined doctrine development. Approved joint doctrine and JTTP must be considered during the development and review of APs. PRAs are responsible for ensuring that appropriate joint doctrine and JTTP are considered throughout the AP development process.

1.3.15 Multinational Manuals

MMs are a series of unclassified, maritime operational and procedural publications that provide NATO, Partnership for Peace (PfP) and other non-NATO nations common doctrine and TTP on which to base their operations. These publications provide common TTP for operations and exercises with and between nontraditional partners and are available through a NATO sponsor to all nations. The Multinational Maritime Operations Manual (MMOP) is a collection of fundamental principles providing operational-level guidance to national and multinational maritime force

commanders, their staffs, and to unit commanding officers, on the planning and conduct of multinational maritime operations. It serves as the capstone publication for the MM series.

1.4 NAVY LESSONS LEARNED SYSTEM

Lessons Learned and Summary Reports contain information that expressly and specifically contribute to the Navy's established body of knowledge. They reflect "value added" to existing policy, doctrine, TTP, organization, training, systems or equipment. A submission to the Navy Lessons Learned Data Base (NLLDB) must meet one or more of the following criteria:

1. An innovative technique or procedure that allows the task to be successfully accomplished.

2. Identify problem areas, issues or requirements and, if known, recommend solutions.

3. Contributes new information on existing or experimental TTP, policy or doctrine.

4. Provide information of interest in planning, execution, application or employment of an organization, system, process, or procedure (e.g., theater operating directives, predeployment preparation requirements, scheduling considerations, procedure/system checklists, port visits or canal transit preparation, etc.).

1.5 APPLICATION

NWL users should comply with the procedures and requirements provided in this publication. However, commands are encouraged to use innovative methods in applying this guidance to provide doctrine and tactics to operating forces. If modifications are necessary to improve development or maintenance of relevant user-friendly and cost-effective publications, responsible commands shall notify NWDC with problems or recommendations. Address them to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
DOCTRINE DIRECTOR (N5)
686 CUSHING ROAD
NEWPORT, RI 02841-1207

Telephone (Director): (401) 841-4189 or DSN 948-4189
Facsimile transmission: (401) 841-3286 or DSN 948-3286

NIPRNET address: http://www.nwdc.navy.mil/
SIPRNET address: http://www.nwdc.navy.smil.mil/

For distribution issues:

Telephone: (401) 841-6412 or DSN 948-6412
Email: fleetpubs@nwc.navy.mil

CHAPTER 2

Publication Lifecycle Responsibilities

2.1 PURPOSE

This chapter delineates responsibilities and functions as they pertain to developing, changing, revising, and cancel-ing NWPs, NTTPs, NTRPs, FXPs, and TACMEMOs. Additional information is provided as applicable for JPs, APs, and MMs.

2.2 RESPONSIBILITIES AND FUNCTIONS

To ensure effective management of the NWL, each publication is the responsibility of a small group of commands that have the authority to speak for the Navy on a specific subject area (see Figure 2-1). NWDC is the overall author-ity for the NWL and works closely with these responsible commands. The Technical Cognizance Office (TCO) is the resource sponsor for an NWP/NTTP. The TCO, usually assigned within the Office of the Chief of Naval Operations, coordinates with NWDC to provide support, funding, and personnel requirements. The PRA has broad responsibility to maintain designated NWPs/NTTPs/NTRPs and approve designated NTTPs/NTRPs, with the concurrence of the Coordinating Review Authorities (CRAs). PRAs and CRAs ensure the accuracy and relevance of the publication's subject matter and must concur on content. Contributing commands provide information to support NWL lifecycle maintenance. The critical elements in this approach are that commands with designated responsibilities have the expertise, authority, and discretion to develop doctrine and TTP for the entire service.

The validity and usefulness of NWPs/NTTPs/NTRPs depend fundamentally on the quality of the processes for (1) compiling new publications, (2) reviewing and updating existing ones, and (3) recommending cancellation of outdated publications. Those commands designated as responsible authorities ensure the quality of new publications and the improvement of existing ones by including the latest proven doctrine/TTP and deleting extraneous or out-dated material. Reviewing authorities should reference Navy-wide Operations General (OPGEN)/OPTASKs as a source of current fleet TTP during the drafting, review, and revision of related NWPs/NTTPs.

Responsible personnel within reviewing commands should be assigned to ensure continuity and thorough knowl-edge of the publication's topic. They should be provided with sufficient authority to represent the command's posi-tion on content. Moreover, they must fully understand how changes to publications under their cognizance affect other doctrinal and tactical sources to ensure consistency and integrity throughout the system.

Additionally, a thorough review of the affected body of doctrine includes not only Navy doctrine but also joint, Allied, multiservice doctrine and TTP. Responsibilities of Navy commands within these systems are provided herein.

PRA, lead agent (LA) CRA, and technical review authority (TRA) for JPs are defined in Joint Pub 1-01.

2.2.1 Navy Warfare Development Command

NWDC is approval authority for all NWPs and is responsible for the overall management of development, evalua-tion, and dissemination of Navy doctrine (i.e., NDPs) and Navy service-unique doctrine. Additionally, NWDC serves as the U.S. Navy's primary authority and representative for the development, review, and evaluation of joint doctrine, JTTP, multiservice doctrine, and Allied doctrine. Responsibilities of NWDC include:
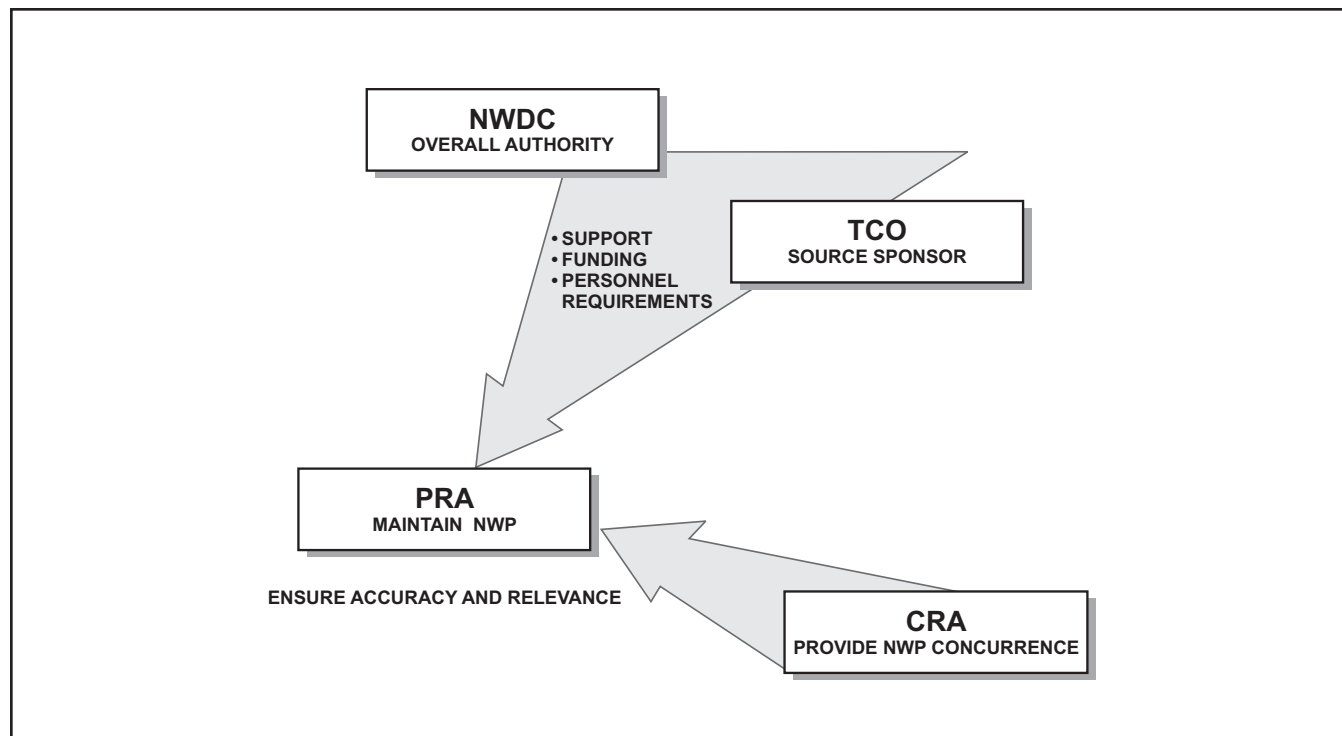
Figure 2-1. NWP Command Responsibilities

Navy Service Unique Doctrine and TTP

1. Disseminate all NDPs, NWPs, NTTPs, NTRPs, and FXPs for the Navy.

2. Act as PRA for all NDPs and selected NWPs/NTTPs/NTRPs.

3. Approve addition and cancellation of all NWPs. Periodically review the entire NWL for coherence and to eliminate deficiencies and redundancy.

   a. Work in cooperation with fleet commands to maintain an accurate status of all naval tactical publications available to all users of the NWL.

   b. Direct development/revision to the NWL to correct deficiencies, eliminate redundancy, and improve usability.

   c. Ensure the fleet's interests are represented when developing new doctrine by assigning working groups and advisory boards, where appropriate, to assist in trial development.

   d. Foster an environment that stimulates state-of-practice solutions for the publication process.

4. Designate appropriate commands and agencies as PRAs, and CRAs for NWPs, NTTPs, NTRPs, and FXPs.

5. Resolve any issues between PRAs and CRAs prior to NWP promulgation.

6. Process developmental doctrine, TACMEMO and NTTP project proposals. Duties include:

   a. Validate project proposals.

   b. Initiate projects, including designation of responsible commands.

    c. Develop and coordinate approval of program development directives for each new project.

    d. Track the progress of each project and provide assistance to the PRA and CRA as required.

    e. Resolve any issues between PRAs and CRAs prior to NWP promulgation.

    f. Coordinate the incorporation of doctrine and validated tactics into the NWL.

7. Participate as a CRA in the development and maintenance of all NTTPs, NTRPs, and FXPs to ensure consistency with Navy, joint, and NATO doctrine.

    a. Review all NTTPs, NTRPs, and FXPs for correct format and terminology prior to dissemination.

8. Maintain the Navy doctrine discussion group SECRET Internet Protocol Router Network (SIPRNET) site.

9. Issue urgent changes to NWPs, NTTPs, NTRPs, and FXPs via NAVPUB message as required.

10. Act as NLLS Program Manager per OPNAVINST 3500.37. Maintain, administer, and distribute the NLLDB. Implement policy and contract support for the NLLS as determined by the NLLS Steering Committee. Promulgate the NLLDB via the NLLS CD-ROM and the NWDC SIPRNET site.

11. Act as Program Manager for the Navy Tactical Development and Evaluation (TAC D&E) program per OPNAVINST 5401.6. Archive and distribute products from the naval forces TAC D&E program including TACMEMOs, program guidance, and project status reports. Implement policy and contract support for the TAC D&E program as determined by the TAC D&E Steering Committee.

12. Advise (in conjunction with Technical Publications) PRAs, CRAs, TCOs and other concerned commands on matters related to production, distribution, and status of the NWL. Assist PRAs, CRAs, and TCOs in automating the publication review process. Provide representatives, as required, for publication conferences. Assist PRAs, CRAs, and TCOs with computer programs to standardize NWP/NTTP/NTRP/FXP change preparation.

13. Develop, maintain, and administer access to the NWL via the NWDC SIPRNET homepage.

14. Maintain status reports in support of the development and issue of NWPs, NTTPs, NTRPs. Maintain NWL Data Base in conjunction with Technical Publications.

Joint, Multiservice, Allied, and Multinational Doctrine and TTP

15. Coordinate the fleet input to CNO (N512) for development, review, and evaluation of joint doctrine, joint TTP, and Allied joint doctrine.

16. Assist CNO (N512) in representing the Navy at the Joint Doctrine Working Parties and joint working groups. Attend meetings pertaining to the development and implementation of joint doctrine.

17. Identify joint doctrinal voids adversely impacting operational and combat effectiveness of naval forces in joint operations, and propose doctrinal projects to fill those voids.

18. When the Navy is designated lead agent (LA) for a joint doctrine publication, assign the Navy PRA based on subject matter expertise.

19. Establish naval terminology for promulgation in NTTP 1-02.

20. Establish and coordinate the Navy position for terminology in all Navy, joint, multiservice, Allied, and multinational publications.

NTTP 1-01 (Rev. B)

21. Coordinate the distribution of JPs and JTTPs.

22. Designate appropriate Navy commander as the Navy representative for developing specific multiservice doctrine publications. (These publications are developed outside the joint doctrine development process.)

23. Function as Department of Defense (DOD) LA in the preparation, maintenance, and ratification of naval APs and associated NATO standardization agreement (STANAG) correspondence. Function as Department of the Navy (DON) LA in the preparation, maintenance, and ratification of air APs. Provide Navy position to MCCDC for land APs.

24. Coordinate NATO naval working group support.

25. Maintain status reports in support of the development and issue of JPs, APs, and MMs. Serve as the central tracking facility for all proposed changes to MMs and APs.

26. Serve as the U.S. custodian for all APs to carry out prescribed administrative duties.

Note

For some mine warfare APs, custodianship is assigned to the Commander, Mine Warfare Command.

2.2.2 Marine Corps Combat Development Command

The Commandant of the Marine Corps has assigned the responsibility for coordinating Marine Corps interest in NWPs/NTTPs/NTRPs to Marine Corps Combat Development Command (MCCDC). MCCDC has the same general functions and responsibilities for Marine Corps service-unique doctrine and TTP that NWDC fulfills for Navy service-unique doctrine. Duties are designated in Marine Corps Order 5600.20M. Other responsibilities include:

1. Per specific multiservice agreements, act as CRA for individual NWPs/NTTPs/NTRPs that contain material pertinent to both the Navy and Marine Corps.

2. Provide Marine Corps publications in appropriate format for distribution in the NWL.

2.2.3 Primary Review Authority

The PRA (see Figure 2-2) approves all NTTPs, NTRPs, and FXPs assigned to them while NWPs are approved by NWDC. The PRA is responsible for developing, coordinating, reviewing, and maintaining an assigned publication. Individual commands, warfare development centers, or OPNAV staff directorates may be assigned as PRAs for Navy doctrine and TTP publications. If changes in PRA command mission, expertise, or manning occur, or if the nature of the material in a publication changes, PRA responsibility may be reassigned by NWDC. PRA duties include:

1. Prepare the initial draft and changes or revisions for assigned NWPs/NTTPs/NTRPs and submit to CRAs for concurrence.

Note

NWDC will resolve any NWP issues between PRAs and CRAs prior to promulgation.

2. Approve and forward assigned NWP/NTTP/NTRP final draft changes and revisions to NWDC for dissemination.

3. Identify the need for material support to the TCO and NWDC when outside contracted assistance is advantageous or required.

CHANGE 1   2-4
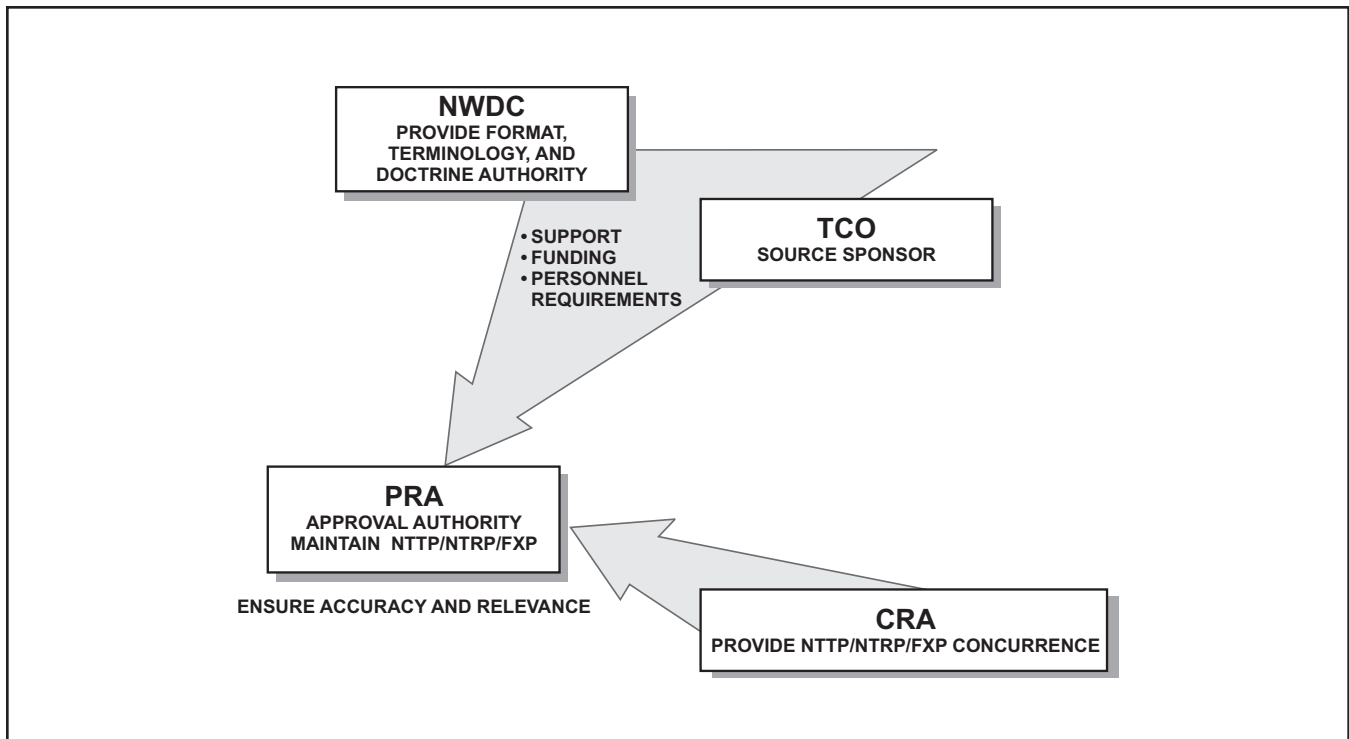
Figure 2-2. NTTP/NTRP/FXP Command Responsibilities

4. Determine, with CRAs, the scope and nature of participation by contributing commands.

5. Review developmental tactics for assimilation in NWPs/NTTPs.

6. Ensure all statements of service doctrine in assigned NWPs/NTTPs/NTRPs are correct and appropriate.

7. Establish liaison with NWDC for review and approval of doctrine and terminology contained within NWPs.

8. Establish liaison with NWDC for review of terminology and style format of NTTPs/NTRPs/FXPs.

9. Ensure that the risk management requirements of DODINST 6055.1 are incorporated in all exercises and training addressed in FXPs.

10. Ensure proper paragraph and figure classification for all material in assigned NWPs, NTTPs, NTRPs, and FXPs. Classification shall be verified by reference to appropriate security classification guides (i.e., OPNAVINST 5513 series and SECNAVINST 5510.36) or other current source material. Proper classification (ensuring the protection of sensitive information while avoiding over-classification) is an important PRA responsibility.

11. Subscribe to the Navy doctrine discussion group site (accessed through the NWDC SIPRNET website at http://www.nwdc.navy.smil.mil/) for all assigned NWPs, NTTPs, NTRPs and FXPs.

12. Use the NLLS CD-ROM or NWDC Non-Secure Internet Protocol Router Network (NIPRNET)/SIPRNET website to review the NLLS, Joint Universal Lessons Learned System (JULLS), and Marine Corps Lessons Learned System (MCLLS) data bases to identify and evaluate lessons learned and Remedial Action Program (RAP) items pertinent to assigned NWPs/NTTPs/NTRPs. Incorporate lessons learned in NWP/NTTP/NTRP changes and revisions.

13. Use the Navy-wide OPGEN/OPTASKs as a resource for current fleet TTP during the drafting, review and revision of related NWPs/NTTPs. OPGEN/OPTASKs are issued periodically by COMSECONDFLT and COMTHIRDFLT to provide the fleet with standardized general operating instructions. These instructions often serve as a test bed for new ideas and as such should be reviewed for incorporation into NWPs/NTTPs.

14. Prepare publication changes and revisions as required. Change publications as required per paragraph 3.3.2.

15. Conduct required reviews of assigned NWPs/NTTPs/NTRPs/FXPs and report the results per Chapter 3.

16. Determine, with CRAs, whether review and implementation of recommended changes should occur immediately or be addressed during a periodic review.

17. Coordinate with NWDC to establish development schedules for revisions and changes to assigned non-NTTP publications. Ensure that the status of assigned publications as reported in the Navy Warfare Electronic Library (NWEL), "NWDC Data Base," is accurate.

PRAs may delegate PRA functions to designated subordinate commands. For example, Commander, Operational Test and Evaluation Force (COMOPTEVFOR) designates model managers such as AIRTEVRON NINE to carry out PRA functions for selected NTTPs and NTRPs. The nature and scope of delegated responsibility will be determined by PRAs.

2.2.4 Coordinating Review Authority

For each publication, NWDC assigns CRAs to coordinate with and assist the PRA in development, evaluation, and maintenance of assigned publications. CRA concurrence is required for each change or revision to a publication. CRA responsibilities include:

1. Review and provide concurrence with the PRA's NWP/NTTP/NTRP/FXP final draft change or revision.

Note

NWDC will resolve any NWP issues between PRAs and CRAs prior to promulgation.

2. Recommend to PRA changes to publications based on evolving operational requirements and capabilities.

3. Determine, with PRAs, the scope and nature of participation by contributing commands.

4. Subscribe to the Navy doctrine discussion group site (accessed through the NWDC SIPRNET website at http://www.nwdc.navy.smil.mil/) for all assigned NWPs, NTTPs, NTRPs and FXPs.

5. Review all recommended changes to assigned publications. Where appropriate, this review shall reflect the coordinated position of the service community and operational commanders represented by the CRA.

2.2.5 Technical Cognizance Office

Each NWP/NTTP/NTRP/FXP is assigned a TCO. The TCO is the publication sponsor and is normally within OPNAV, but may be an operational command or material command. Responsibilities of TCOs include:

1. Ensure, through coordination with NWDC, that sufficient funds, manpower, and technical support are programmed and available for assigned publications.

2. Coordinate with NWDC and PRAs, the start of new publications and modification to existing ones to support fleet requirements or the introduction of new ships, aircraft, or systems.

3. Act as original classification authority for material contained within NWPs/NTTPs/NTRPs/FXPs, as appropriate.

4. Act as a contributing command for all assigned publications by providing input and technical support to PRAs and CRAs.

5. Attend, or be represented at, NATO meetings for assigned APs/MMs. Planning and funding arrangements must be coordinated with NWDC and completed well in advance.

2.2.6 Contributing Command

Commands designated as Contributing Commands (CCs) by the PRA provide technical support, input, or review for an NWP/NTTP/NTRP/FXP. The specific functions of CCs and the scope of CC authority shall be determined by the PRA and CRAs for each NWP/NTTP/NTRP/FXP. CCs provide:

1. Technical information for an NWP/NTTP/NTRP/FXP or review of the technical accuracy of a publication.

2. Tactical recommendations or review of the tactical content of an NWP/NTTP/NTRP/FXP. Recommendations may either be at the contributing command's initiative or as the result of PRA/CRA request.

Note

Any command or activity, though not formally designated a CC, may contribute information or make recommendations for any NWP/NTTP/NTRP/FXP.

2.2.7 Technical Publications (N573)

Technical Publications supports the development, preparation, and maintenance of NWPs, NTTPs, NTRPs, FXPs, APs, and MMs as directed by CNO and NWDC. Specific responsibilities include:

1. Advise NWDC, PRAs, CRAs, TCOs, and other concerned commands on matters related to production, distribution, and status of the NWL.

2. Process, maintain, and distribute the NWL, with the exception of APs, on the NWEL CD-ROM.

3. Assist PRAs in automating the publication review process. Provide PRAs, CRAs, and TCOs with computer style sheets and templates to standardize publication change preparation.

4. Advise NWDC concerning administrative requirements for the NWL.

5. Maintain state-of-practice production capabilities. Advise NWDC concerning future software and hardware requirements.

6. Prepare and administer reproduction of publications, changes, and revisions as directed by NWDC.

7. Distribute NWPs, NTTPs, NTRPs, FXPs, APs, MMs, and TACMEMOs.

    a. Ensure that printed copies of APs are maintained at the Navy Inventory Control Point (NAVICP), Mechanicsburg, PA. Work with NAVICP to establish Print on Demand (POD) capabilities for NWL.

    b. Prepare all required reprints as requested by NAVICP.

8. Prepare NWPs, NTTPs, NTRPs, and FXPs for publication. Review publication ready materials supplied by PRAs, and prepare final drafts for publication upon request by the PRA.

9. Assist NWDC in maintaining an up-to-date status data base in support of the development and issue of NWPs, NTTPs, NTRPs, FXPs, JPs, APs, and MMs.

10. Assist NWDC as the central tracking facility for all proposed changes to APs.

11. Provide quarterly status reports to NWDC on NWPs, NTTPs, NTRPs, FXPs, APs, and MMs undergoing editing and production.

12. Assist NWDC as U.S. custodian for all APs to carry out prescribed administrative duties.

13. Maintain and distribute TACMEMOs. As requested by originators, cancel tactical products that have been superseded or incorporated into NWPs/NTTPs/NTRPs. Archive TACMEMOs and other tactical products with the potential for future interest. Maintain and distribute TACMEMOs on the NWEL CD-ROM.

14. Distribute TACMEMOs from the Navy's TAC D&E program.

15. Distribute by CD-ROM, the NLLDB. Maintain and administer the NLLDB mailing list.

16. Maintain state-of-practice publication capability.

2.2.8 Commander, Naval Air Systems Command

1. Provide and update technical information in AIR TACMANs (NWP 3-22.5 series).

2. Issue Interim Changes (ICs) for AIR TACMANs that involve only technical information.

2.2.9 Naval Air Technical Data and Engineering Service Command

NATEC administers publication and distribution of AIR TACMANs, including:

1. Publish all AIR TACMANs.

2. Update AIR TACMAN ADRLs based on input from the Model Manager, PRA, and individual commands.

3. Maintain and issue printed copies of AIR TACMANs per NAVPUB Publication 2003.

Note

NWDC distributes AIR TACMANs by the NWEL and posts them on the NWDC SIPRNET site. NATEC supports any additional distribution requirements.

2.2.10 School and Training Command Responsibilities

Many Navy schools, training groups and similar commands have interest and expertise in subjects addressed by the NWL. Simulators and other training equipment operated by these commands may be used to evaluate techniques and procedures for tactical systems. In most cases, these commands can serve as Technical Review Authorities for NWPs/NTTPs/NTRPs. PRAs and CRAs should consider exploiting the expertise of schools by soliciting inputs to publications, when appropriate, as part of the development process. These inputs ensure that NWPs/NTTPs/NTRPs are effective source documents for tactical and operational training.

2.2.11 Navy Laboratory and Warfare Technical Center Responsibilities

Navy laboratories and warfare technical centers (e.g., Naval Undersea Warfare Center, Naval Surface Warfare Center, Naval Air Warfare Center, Naval Research Laboratory) possess technical expertise in the theory and detailed

capabilities of many systems. They are used by PRAs and CRAs as sources and reviewers of technical information and procedures contained in NWPs/NTTPs/NTRPs.

2.2.12 Individual Command Responsibilities

1. When commanders identify improvements, modifications, or limits to naval doctrine or TTP, they *shall* recommend them to the PRA and NWDC for validation of proposed changes and alteration of all applicable publications, as necessary. Change submission procedures are contained in Chapter 3 and the Preface of all NWPs/NTTPs/NTRPs/FXPs.

2. When requested by NWDC, assist in reviewing and evaluating test publications during the test phase of joint publication development.

3. When assigned by NWDC, serve as TRA and review draft joint publications. Coordinate review of applicable doctrine or JTTP correspondence with NWDC to ensure consistency with current Navy positions and conformity to joint standards and terminology.

CHAPTER 3

Publication Development Process

3.1 INTRODUCTION

The NWL contains the required doctrine and TTP essential for successful mission execution. Doctrine and TTP are ever changing as new ideas and equipment change the way the Navy conducts operations. These changes require modifications to the NWL by the addition of new publications or the revision of existing ones. This chapter provides guidance to U.S. Navy commands participating in the development and lifecycle maintenance of NWL. The procedures discussed in this chapter will ensure publications are developed, reviewed for accuracy and relevancy, updated, and available when needed for:

1. Navy Warfare Publications/Navy Tactics, Techniques, and Procedures/Navy Tactical Reference Publications

2. Fleet Exercise Publications

3. Joint Publications

4. Multiservice Publications

5. Allied Publications

6. Multinational Manuals

7. Tactical Memoranda.

3.2 WEB-BASED APPROACH TO DOCTRINE DEVELOPMENT

The Navy employs a web-based approach to doctrine development through the NWDC SIPRNET site (http://www.nwdc.navy.smil.mil/). This web-based approach to doctrine is designed to allow all Fleet users to directly submit comments on doctrinal publications. Both individual observations and command approved positions are acceptable (the site offering a means of distinguishing between these two levels of comments). The site adopts a format with each publication representing its own discussion area. The continuous nature of this web-based approach represents a significant departure from other means of reviewing Navy doctrine/TTP. During draft reviews, the PRA is highly encouraged to use this effective means of obtaining fleet input.

3.3 NWPS/NTTPS/NTRPS/FXPS

NWPs contain operational level doctrine and may contain TTP for the employment of Navy forces. NTTPs contain tactical level doctrine. NTRPs support tactical employment and are intended for the operator/ watch stander. Figure 3-1 depicts the publication development lifecycle. FXPs are handled in the same manner as NTTPs and NTRPs. The following guidance applies to commands tasked with creating NWPs, NTTPs, NTRPs or FXPs.

3.3.1 Development and Revision of NWPs/NTTPs/NTRPs/FXPs

New NWPs are developed to fill doctrinal voids. Additionally, new NWPs/NTTPs/NTRPs are developed to replace obsolete NWPs/NTTPs/NTRPs, combine information from existing publications, incorporate validated TP data into
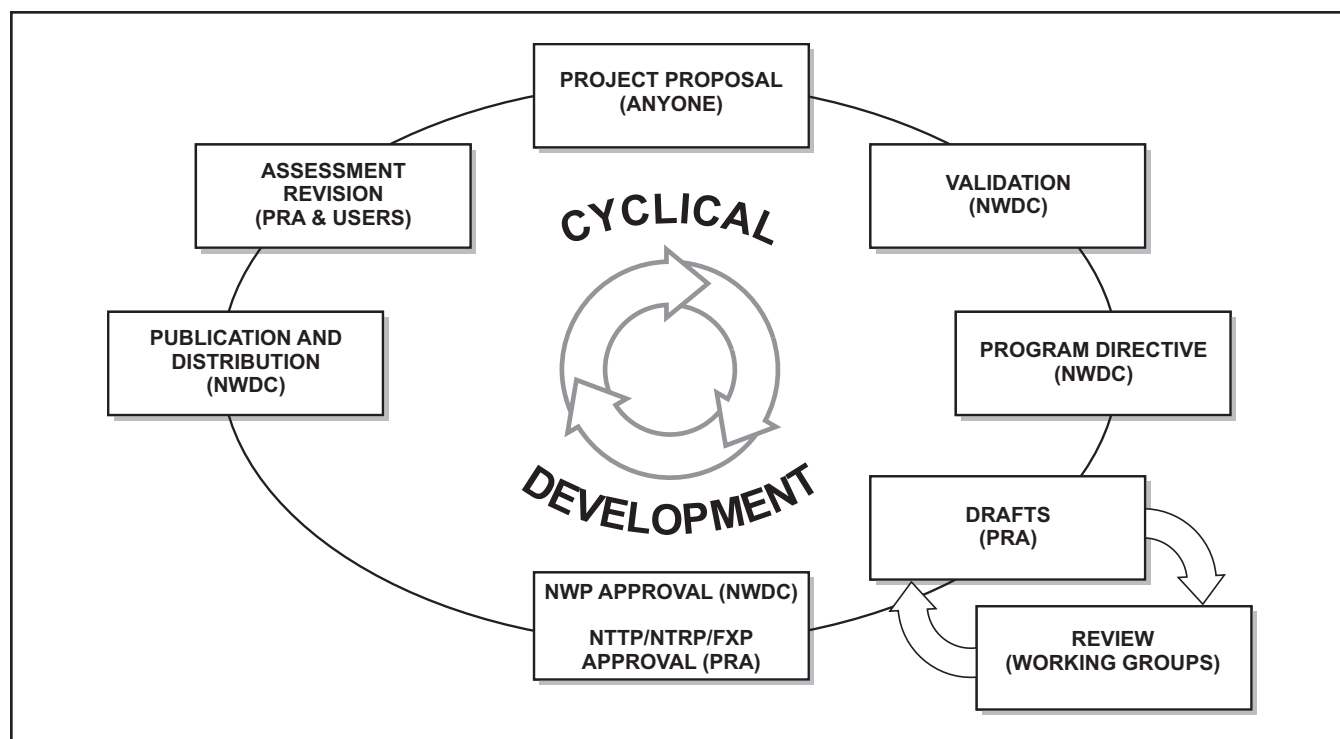
Figure 3-1. Publication Development Lifecycle

NWPs or NTTPs, and incorporate validated TACMEMO data into NTTPs or NTRPs. FXPs are developed or revised to meet changing exercise requirements. Revisions are complete rewrites of existing publications, conducted when those documents no longer meet basic requirements of a mission or warfare area. Revise NWPs/NTTPs/NTRPs/FXPs when:

1. A large number of changes and modifications (more than 60 percent of the publication) must be implemented to fully cover the subject matter.

2. There are fundamental changes in the nature of the mission or subject area.

3. Capabilities of forces conducting the mission change significantly.

4. Ten years have elapsed since the last complete revision.

3.3.1.1 Proposal

Any command can submit project proposal via their chain of command to NWDC. Appendix C contains sample guidelines for submitting publication project proposals.

3.3.1.2 Validation

The validation process is necessary to confirm a void in doctrine or TTP exists. NWDC will solicit comments by message from appropriate commands following the format provided in Appendix C. Within NWDC, the proposal may become a concept that is validated through a Fleet Battle Experiment (FBE).

3.3.1.3 Program Directives

The development of new NWPs/NTTPs/NTRPs/FXPs and revisions to existing NWPs/NTTPs/NTRPs/FXPs are normally initiated by a message program directive (PD), issued by NWDC. The PD provides the initial documentation needed for planning and allocation of resources in order to produce new NWPs/NTTPs/NTRPs/FXPs. Commands

identifying the need for a new NWP/NTTP/NTRP/FXP or revised NWP publication should submit, by letter or message, a project proposal to NWDC via their chain of command. OPNAV or a prospective PRA may initiate development of an NWP/NTTP/NTRP/FXP by submitting a recommended PD directly to NWDC. NWDC will then validate the project proposal by working with the author and other contributing commands (NWDC may use a draft PD during the validation process). After a successful validation, NWDC will approve and release the PD.

A sample message project proposal and a sample PD are provided in Appendix C.

The recommended program directive identifies:

1. Subject and scope of the NWP/NTTP/NTRP/FXP

2. Target audience

3. PRA, CRAs, and TCO

4. Existing publications/tactical products that will be impacted by the NWP/NTTP/NTRP/FXP

5. Project milestones

6. Administrative directions for submitting the final draft

7. Format and media requirements.

3.3.1.4 NWP/NTTP/NTRP/FXP Draft Development

Development of a draft NWP/NTTP/NTRP/FXP is an interactive process between the PRA and the associated working group (CRA, CC, TCO, and NWDC Action Officer). The PRA will develop an outline endorsed by the working group. This interactive review process between the PRA and working group will continue from the initial publication draft through the final draft forwarded to NWDC.

3.3.1.4.1 Designation of Contributing Commands

After receipt of the initiating program directive, the PRA and CRAs should designate CCs and define their responsibilities. When selecting CCs, they should consider the scope of tasking required including technical analysis, tactical evaluation, and administrative support, and choose units with the operational background, exercise experience, and facilities that are most suited for assisting project development. The method of designation is optional, but it is suggested that it be done by message.

3.3.1.4.2 Outline

Using information from the project proposal, if applicable, and Program Directive, the PRA and CRAs (and CCs as tasked) should perform research and analysis to build an outline for the publication. CRAs and CCs should provide inputs to the PRA for consolidation. Research will include review of the Navy Lessons Learned Data Base, previous experiences (e.g., informal lessons learned, after-action reports), operational testing, exercise evaluation, or any other source within funding constraints.

Based on this research, the PRA will prepare an outline for the NWP/NTTP/NTRP/FXP. The PRA should forward the outline to the CRAs and NWDC for approval. Upon approval, production of a draft should begin.

3.3.1.4.3 Information Cutoff Date

The PRA/CRAs should set a cutoff date beyond which new material is not considered for incorporation in a change or revision. After this date, any new material added should support resolution of safety issues or critical operational or tactical requirements. Defer less important material to a later change. This measure is intended to avoid unnecessary delay in publication of validated and approved information while awaiting new data.

3.3.1.4.4 Draft

Based on input, the PRA should draft the publication and provide basic outline and chapters (as developed) to the CRAs for parallel review. As the draft is developed, the PRA should review the Program Directive to ensure all requirements are met. The following guidelines must be addressed when drafting the publication:

1. The PRA shall ensure the draft reflects existing joint, combined, and service doctrine.

2. The PRA shall ensure that sentences, paragraphs, and passages from approved doctrinal publications (NDPs and joint publications) are quoted verbatim. If the development of new doctrine or tactics requires changes to previously approved material, the changes shall be highlighted for reconciliation in the approval process. If the proposed change is doctrinal, concurrence shall be obtained from NWDC. NTTP/NTRP/FXP changes should be resolved among the PRA and CRAs.

3. The PRA shall use, to the greatest extent possible, previously approved terminology contained in or promulgated by JP 1-02, *Department of Defense Dictionary of Military and Associated Term*s or NTTP 1-02, the *Naval Supplement to the DOD Dictionary of Military and Associated Terms*. When existing doctrine dictates using terms and definitions that are not included in or depart from JP 1-02/NTTP 1-02, all such terms will be included in the glossaries of the initial draft, final draft, and TACMEMO (when applicable). Upon approval of the publication (or upon approval of a change or revision), these new or modified naval terms will be included in the routine update of the next edition of NTTP 1-02. Proposed modifications to terms and definitions previously approved in a Navy doctrine publication will be provided through user feedback as part of the normal review of that publication. Other new or modified terms and definitions not proposed or approved in Navy doctrine publications may be forwarded through the chain of command to NWDC's Navy Terminologist for possible inclusion in NTTP 1-02 or JP 1-02, as appropriate. When proposed terms and definitions are submitted in this manner, the Navy Terminologist will assess whether the term is relevant to a specific doctrinal publication. If the term is associated with a doctrinal publication, it will be forwarded to the PRA for consideration in the emerging publication or revision, as applicable.

4. Draft iterations of publications should be written using standard word processing software such as Microsoft® Word and Corel VENTURA™. The drafter should take advantage of the software's editing tools that allow spell checking, tagging, change tracking through line-in/line-out, and conversion to pdf. However, avoid using autonumbering features. The drafts should include the use of vertical lines in the outside margins of the publication (including the glossary) to indicate text that has changed since the previous iteration. Draft publications and proposed NWPs/NTTPs/NTRPs/FXPs should be labeled with line-numbered pages. Electronic transmission (email) of drafts via the appropriate network (NIPRNET or SIPRNET) is highly encouraged. The review draft should follow the additional guidelines outlined in Appendix A, section 15.

5. All publications should contain a brief overview discussing the position of the publication within the Navy doctrine hierarchy.

3.3.1.4.5 Review

The review process should be coordinated in parallel with all contributors:

1. The PRA should submit each section of the initial draft to the CRAs, NWDC, and appropriate CCs.

2. CRAs shall review the draft and provide comments. Comments are classified as critical, major, substantive, and administrative and are discussed below. These comments may be incorporated into the electronic version, using line-in/line-out methods and annotated comments. If desired and tasked by the PRA and CRAs, CCs may provide advisory comments. Comments by CRAs shall be resolved by the PRA. A copy should be provided on disc (or electronically) to NWDC. NWDC will provide critical or major comments only if:

a. *Doctrine* included in the publication is either incorrect or inappropriate.

b. The content is inappropriate for that publication.

c. NWDC may also provide substantive or administrative comments. These comments should be considered equivalent to those provided by any contributing command. They shall not require action prior to approval of the publication.

3. Upon request of the PRA, NWDC will create a doctrine discussion group to facilitate feedback and enable contributors to view the draft publication. The PRA should provide a SIPRNET point of contact to receive automatic input notifications.

4. The PRA shall incorporate changes into the draft. If necessary, the PRA should circulate a final draft to the CRAs for comment. PRAs will forward an electronic draft copy to NWDC for posting to the NWDC draft publication SIPRNET site. This draft is not required if CRAs concur with PRA action on comments from the original draft. If issues exist only on specific sections of a publication, the PRA/CRAs should consider distribution and review of those sections alone.

5. The PRA shall resolve issues, and compile and submit the approval draft to NWDC.

Note

If NWP issues cannot be resolved among the PRA and CRAs, the PRA shall forward a full description of unresolved issues and command positions to NWDC for adjudication.

3.3.1.4.6 Comments

During reviews, reviewers should categorize comments as follows (from Joint Pub 1-01):

1. Critical Comments — Critical comments will *cause nonconcurrence* in the draft if the concern is not satisfactorily resolved.

2. Major Comments — Major comments are significant concerns that *may result in nonconcurrence* in the entire document. This category may be used with a general statement of concern with a subject area, overall thrust of the document, etc., followed by detailed comments on specific entries in documents that, taken together, constitute the concern.

3. Substantive Comments — Substantive comments are provided because sections in the document appear to be or are potentially incorrect, incomplete, misleading, or confusing. (Substantive comments should be resolved prior to concurrence by CRAs, but correction may be deferred to the first change or message change issued for the publication, if appropriate.)

4. Administrative Comments — Administrative comments correct inconsistencies between different sections, typographical errors, or grammatical errors. (Resolution of administrative comments will not normally delay concurrence or publication.)

3.3.1.5 Approval

3.3.1.5.1 NWP Approval

After final consolidation of comments and inputs, the PRA shall provide the NWP final draft to NWDC for approval in both electronic format (Microsoft® Word document or unformatted text) and hardcopy. The cover letter that forwards the final draft from the PRA to NWDC should indicate that the CRAs concur with the final draft and which, if any, NWPs/NTTPs/NTRPs/TACMEMOs will be canceled as a result of the new NWP. NWDC will review the draft NWP, resolve any final issues, and promulgate. NWDC will forward publication to Technical Publications for

formatting, production, and distribution. AIR TACMANs (NWP 3-22.5 series) will be approved in a similar fashion by CNO (N78) vice NWDC.

3.3.1.5.2 NTTP/NTRP/FXP Approval

After final consolidation of comments and inputs, the PRA shall provide the signed NTTP/NTRP/FXP to NWDC in both electronic format (Microsoft® Word document or unformatted text) and hardcopy. The publication cover letter that forwards the publication from the PRA to NWDC should indicate that the CRAs concur with the final draft. The Letter of Approval (see Appendix A) will indicate which, if any, publications and TACMEMOs will be canceled as a result of the new NTTP/NTRP. NWDC will review the NTTP/NTRP/FXP for format, terminology, and doctrine and endorse the LOA. NWDC will forward publication to Technical Publications for formatting, production, and distribution.

3.3.1.6 Publication and Distribution of NWPs/NTTPs/NTRPs/FXPs

3.3.1.6.1 Format

Documents forwarded as unformatted documents or final copy will be formatted and processed into Adobe Acrobat® by Technical Publications for CD-ROM distribution. The formatting requirements for the preparation of NWPs/NTTPs/NTRPs/FXPs are set forth in Appendix A. Appendix A shall be used for both the development of new publications and maintenance of existing ones for CD-ROM/SIPRNET distribution. PRAs that possess the capability to produce final copy shall submit materials per instructions in Appendix A.

Note

> PRAs shall verify that the media that accompanies a hardcopy publication is identical in content to the hardcopy publication.

3.3.1.6.2 Production, Distribution, and NWEL

Technical Publications is responsible for production of new and revised NDPs/NWPs/NTTPs/ NTRPs/FXPs. Approved publications are initially distributed through posting to the NWDC SIPRNET site with an associated NAVPUB informing ALCON. The NWEL is issued every four months. Technical Publications prepares and distributes approved publications and changes on NWEL, assists in updating the NWDC SIPRNET website with appropriate electronic publication files, and maintains electronic publication files at selected DAPS sites for Print on Demand (POD) of hardcopies.

3.3.1.6.3 NWEL Distribution Lists

NWDC distributes all NWPs/NTTPs/NTRPs/FXPs by NWEL CD-ROM per a distribution list maintained by Technical Publications. Users should keep Technical Publications advised of changes in their address per procedures in Chapter 4.

3.3.2 Changes

Changes are modifications that are less extensive than revisions. Responsibility for the accuracy of the NWPs/ NTTPs/NTRPs/FXPs resides with all commands. Commands noting errors in the publication shall recommend a correction for that error to the PRA and NWDC in accordance with the guidance provided in the publication preface or via the NWDC SIPRNET site (http://www.nwdc.navy.smil.mil).

NWDC will issue a NAVPUB message to inform users of changes. These changes to NWPs/NTTPs/NTRPs/FXPs will be issued on NWEL and SIPRNET in two ways:

1. Completely incorporated into the NWP/NTTP/NTRP/FXP.

2. Standalone file of the change (as individual pages that can be printed for entry into paper copies of the NWP/NTTP/ NTRP/FXP). Standalone files for changes will be carried in sequential releases of NWEL Series for one year. After this time, changes will be available as a complete publication only.

3.3.2.1 Urgent Changes

Urgent Changes (UCs) address major omissions or deficiencies in tactics and items requiring immediate action to prevent personnel hazard or damage to equipment. The following procedures will be used to issue urgent changes.

1. The urgent change recommendation for NWPs, NTTPs, NTRPs, and FXPs, except for the NWP 3-22.5 series publications, should be submitted by priority precedence message to the PRA (see publication preface) with an information copy to the CRAs and NWDC (N5). If the PRA concurs with the importance of an urgent change request, the PRA will issue an urgent change by message to the commands immediately impacted by the change and NWDC. The PRAs message shall include:

   a. The reason for the recommended change.

   b. The number of the change.

   c. The number and date-time group (DTG) of the last message change, if any, to the publication.

   d. The exact text of the change and instructions for entering the change. In general, full paragraph changes are preferred.

   e. PRA point of contact.

   f. The final paragraph of the message change should read, *"Document entry of urgent change XX in the Record of Changes for NWP/NTTP, NTRP, or FXP X-XX.XX. File a copy of this message in the NWP/NTTP/NTRP/FXP and in the Navy Warfare Library Administrative Correspondence File."*

2. Urgent change recommendations for NWP 3-22.5 series publications should be submitted by priority precedence message to the type commander in the chain of command with an information copy to NWDC (N5). NAVAIRSYSCOM/COMOPTEVFOR will issue a message Interim Change when the item is related to aircraft operating limitations, weapons fusing, and minimum arming time criteria, or when the change cannot wait until the next release.

3. NWDC will ensure complete distribution of all NWP/NTTP/NTRP/FXP urgent changes via NAVPUB message. Units receiving both the PRA and NAVPUB messages for a single change are only required by NWDC to maintain the NAVPUB message. Technical Publications will incorporate the urgent change to the affected publication into both the NWDC SIPRNET website version and the next NWEL CD-ROM release.

4. Urgent changes are assigned a sequential number by publication. This numbering sequence will continue until the publication is revised or canceled.

3.3.2.2 Routine Changes

Routine changes correct administrative or minor procedural deficiencies. Recommended routine changes should be submitted to the publications PRA (copy to NWDC). Minor (administrative) changes to publications will usually be held by the PRA until the next change or revision is issued. PRA recommended routine changes will be forwarded to NWDC for approval/endorsement. Routine changes will be issued on the NWEL and posted on the NWDC SIPRNET site.

3.3.2.2.1 Submission of Changes

Commands shall submit proposed changes in accordance with format guidelines outlined in Appendix A or through the NWDC doctrine discussion group SIPRNET site.

3.3.3 Reviews and Required Reports

PRAs shall review NWPs every three years to ensure accuracy of publications and report status to NWDC. PRAs will review NTTPs, NTRPs, and FXPs as required or after ten years.

3.3.3.1 Guidelines for the Review Process

Commands responsible for individual NWPs/NTTPs/NTRPs/FXPs have broad latitude in fulfilling their review responsibilities. Two approaches to NWP maintenance are:

1. Continuous review and update. This preferred NWP/NTTP/NTRP/FXP maintenance system includes continuous correspondence between the PRA and CRAs, with revisions and changes developed as needed.

2. Periodic correspondence or conference reviews. Scheduled reviews are conducted on a calendar basis (determined by PRA, every three years) and when deemed necessary.

Per paragraph 3.3.3.2, PRAs will report results of individual NWP/NTTP/NTRP/FXP reviews. This report is intended to encourage continued attention to the accuracy and relevance of the content of NWPs/NTTPs/NTRPs/FXPs.

3.3.3.1.1 Correspondence Reviews

Communication between the commands responsible for changes and revisions is an efficient, cost-effective means of review. This should include both informal consultation to establish the relevance, content, and urgency of proposed changes, and formal correspondence to approve these changes.

For NWPs/NTTPs/NTRPs/FXPs that require frequent changes, the PRA and CRAs should communicate frequently through informal means to address changes and revisions.

For those publications whose material remains fairly constant, the PRA may hold all submitted change recommendations (except message/urgent changes issued as NAVPUB messages) until the information cutoff date.

NWDC shall track review due dates and assist the PRA in collecting material for these evaluations. Per Chapter 2, NWDC will provide PRA with information copies of change recommendations that have been submitted by users since the previous review. The PRA should request a package of pending recommendations from NWDC nine months prior to the review's due date. The PRA should submit a complete package of all recommended changes, with appropriate comments, to CRAs. CRAs shall review the recommendations and return comments to the PRA, with copies to other CRAs. The PRA shall report completion and results of the review per paragraph 3.3.3.2.

3.3.3.1.2 Conference Reviews

If needed, conferences can be convened by PRAs to review an NWP/NTTP. Generally, conferences should be held to introduce, review, or approve revisions or changes to NWPs/NTTPs.

Conference attendees will normally include the PRA, CRAs, and NWDC. Other commands should be invited if their participation is considered appropriate by the PRA and CRAs.

In deciding if a conference is necessary, the PRA and CRAs should consider the following:

1. Known or anticipated disagreements regarding doctrine or TTP in draft changes/revisions. If they can be resolved by correspondence, a conference may be unnecessary.

2. Significant changes in capabilities, missions, or doctrine or other issues that require face-to-face discussions or detailed presentations to gain consensus.

3. Availability of participants and costs of the conference. If participants meet for another purpose such as a related NATOPS conference or costs are low, a conference may be desirable.

3.3.3.2 Review Reports

PRAs will report results of individual publication reviews. This report should include the following information for each review:

1. Type of review (formal/informal)

2. Action taken

3. Recommendations for action beyond the purview of the review participants (e.g., a change to other publications).

A sample review report is provided in Figure 3-2.

3.3.4 Navy Warfare Publication Test Publications

NWP TPs are fully developed warfare publications requiring evaluation prior to acceptance for general use. NWP TPs will be issued by NWDC as fully formatted NWPs and distributed by the NWEL CD-ROM and posted on the NWDC SIPRNET site. NWP TPs will be used to evaluate doctrine. TACMEMOs will be used to evaluate TTP.

NWP TPs are developed using the procedures and requirements used for NWPs. PRAs/CRAs are assigned by NWDC and are normally those commands who will be responsible for the final NWP.

Each NWP TP shall be evaluated according to instructions in the promulgating letter. Evaluation may consist of staff review, fleet experiments, exercises, operational use, or a combination of actions determined by the PRA. Evaluator's comments and recommendations should be forwarded to the designated PRA, CRAs, and NWDC.

Comment categories (critical, major, substantive, and administrative) used on draft publications should also be used to report evaluation results (see Chapter 2). Evaluation criteria must address any differences of opinion included in the NWP TP appendixes.

When the evaluation is complete, the PRA will report results and recommend disposition. With CRA concurrence, one of the following actions should be taken within two years of promulgation:

1. Publish as an NWP

2. Revise and publish as an NWP

3. Issue a new NWP TP

4. Cancel.

Extend evaluation for a specified period to resolve specific issues.

3.4 JOINT PUBLICATIONS SYSTEM

Guidelines for joint doctrine development, review, and revision are contained in Joint Pub 1-01.

3.5 MULTISERVICE/DUAL-DESIGNATED PUBLICATIONS

To promote efficiency, NWDC may sometimes elect to accept for Navy-wide use a publication produced by another service or multiservice organization (ALSA, see paragraph 2.2.5). NWDC will assign an NWP/NTTP/NTRP

```
                                                      5600
                                                      SER XX/
                                                      Date


From:    Primary Review Authority
To:      Commander, Navy Warfare Development Command (N5)

Subj:    REPORT OF PUBLICATION REVIEW

Ref:     (a)  NTTP 1-01 (Rev. B), Navy Warfare Library

1.  A conference/correspondence (as appropriate) review of ___ X-XX.XX was completed
on <DATE>.

2.  The following commands participated in the review of X-XX.XX.

3.  As a result of the review, the following actions will be taken in regard to ___ X-XX.XX:




4.  The next review of ___ X-XX.XX is scheduled for <DATE>.


                                           P. R. AUTHORITY




                                                      ENCLOSURE 1
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Figure 3-2. Sample Review Report

designation in addition to the document's parent service designation (i.e., dual designation). These other-service publications are issued and maintained by the parent service, with input from the Navy. NWDC will appoint or act as the Navy's PRA to coordinate U.S. Navy input and distribution requirements with the parent service.

3.6 ALLIED PUBLICATIONS

U.S. joint and service doctrine and TTP provide the basis for national positions in multinational doctrine and TTP development.

There are four categories of APs:

1. Those that contain only factual information that are not subject to formal ratification.

2. Those that require certain actions on the part of NATO nations, and that must be formally agreed to (ratified) in advance. Most Allied Tactical Publications (ATPs), Procedural Publications (APPs) and Exercise Publications (AXPs) that contain approved doctrine, tactics, and procedures are of this type.

3. Those that are a combination of the two types above.

4. Multinational manuals.

NWDC promulgates approved APs and is the custodian for U.S-sponsored APs. Technical Publications is responsible for U.S. Navy AP distribution. A complete electronic library, Allied Publication Electronic Library (APEL), is issued twice a year. Technical Publications maintains APEL distribution list, prepares and distributes APEL, and maintains electronic publication files at selected DAPS sites for Print on Demand (POD) of hardcopies.

3.6.1 Experimental Tactics

To rapidly promulgate a solution to a tactical deficiency, without waiting for formal agreement, an experimental tactic (EXTAC) may be produced. AXP 5 contains experimental tactics and instructions for evaluation by NATO commanders or NATO nations, acting singly or in combined operations. Use of the EXTAC method provides a means for NATO navies to become familiar with U.S. tactics and increases the chances of having U.S. tactics accepted as NATO tactical doctrine.

The U.S. EXTAC sponsor will coordinate their proposal with the appropriate NATO Working Group U.S. Delegation Representative. Once this review is complete, the sponsoring command will forward the proposed EXTAC (with comments) to NWDC, who will forward it to the custodian of AXP 5 for incorporation.

3.6.2 Change Recommendation

APs normally have a two-year review cycle. NWDC coordinates U.S. inputs to the AP change process by collecting inputs from the fleet and forwarding them to cognizant USN review authorities and NATO working groups. Commands with change recommendations should forward them to NWDC.

3.6.3 Changes

AP change distribution is the responsibility of NWDC and Technical Publications. These changes are disseminated in the following order:

1. NWDC receives AP change with instructions to distribute from NATO headquarters.

2. NWDC issues the U.S. Letter of Transmittal of AP changes.

3. Technical Publications produces and distributes AP change.

4. NWDC issues NAVPUB message providing instructions for entering change.

3.6.4 NATO Effective Dates

When original APs or changes to APs are issued, the U.S. Letter of Promulgation (or Transmittal), issued as part of the AP (or change), will state whether the document is effective on receipt or on a NATO Effective Date (NED). If the publication is to be effective on an NED throughout NATO, that date will be promulgated to U.S. naval forces by NAVPUB message. Current NAVPUB messages are available online at: http://www.nwdc.navy.mil/ or http://www.nwdc.navy.smil.mil/.

3.7 MULTINATIONAL MANUALS

3.7.1 EXTAC 1000 Series

The EXTAC 1000 Series were developed as multinational maritime manuals to provide operational staffs and individual units the tactics and procedures they require to plan and conduct operations and exercises with emerging non-traditional maritime partners. They have been derived primarily from existing NATO doctrine, are unclassified, and are authorized for release to any nation as required. They may not, however, be posted on a NIPRNET website. They are essential tools for operating with most non-NATO maritime forces. A current listing of the EXTAC 1000 Series can be found in Annex A of AXP 5. They are distributed on APEL CD-ROM, NWEL CD-ROM, NWDC SIPRNET site, and from POD sites.

The Multinational Maritime Operations Manual serves as the capstone publication for the EXTAC 1000 Series publications. This publication is available on NWDC's Internet site and can be downloaded via http://www.nwdc.navy.mil/.

The Multinational Manual series replaces the EXTAC 1000 Series.

3.7.2 Multinational Manual Series

In order to expedite release of unclassified doctrine for use by non-NATO nations, NATO has implemented the Multinational Manuals (MMs). These new MMs fall into one of the following three categories:

1. MMs associated with unclassified APs

2. MMs associated with classified APs

3. MMs with no associated APs.

3.7.2.1 Classification

MMs bear no classification markings. They conform exactly to the chapter, section, paragraph and subparagraph numbering of the APs from which they are derived and, where information of a classified nature has been omitted, this is indicated by the words "NOT RELEASABLE." Conversely the APs with which the MM is associated will continue to bear their appropriate NATO classification. In cases where classified information has been omitted from the MM, this text will be identified in the associated AP by the acronym "NMM" (NOT IN MULTINATIONAL MANUAL) at the beginning of the paragraph and by shading the text so annotated.

Note

The classified information identified by the acronym NMM and shaded in gray is not to be released to non-NATO nations.

3.7.2.2 Change Proposals

Change proposals by the United States are handled the same as those for Allied Publications (see paragraph 3.6.4). Non-NATO nations who desire to submit change proposals should forward them to NWDC via a sponsoring fleet command (e.g., theater fleet commander). NWDC will process these proposals in the same manner as it does for U.S. proposals and forward them to the appropriate NATO working group. Non-NATO nations may also forward proposals directly to the MM custodian (listed in the front of each AP/MM).

3.7.2.3 Distribution

Any U.S. command may release a multinational manual to a non-NATO nation. The sponsoring command will notify NWDC (N5) immediately by message of the release and include the following information:

1. Non-NATO nation and unit/command

2. Date of release

3. Reason for release

4. Media (hardcopy or electronic).

MMs are distributed via APEL CD-ROM, NWEL CD-ROM, the NWDC SIPRNET website, and from POD sites.

Note

MMs shall not be posted on any freely accessible information or media facility.

3.7.2.4 NATO Effective Dates

See paragraph 3.6.4.

3.8 TACTICAL MEMORANDA (TACMEMOS)

TACMEMOs allow operational commanders and Warfare Centers of Excellence to approve and publish new TTP for use by subordinate forces and for validation and review by all. In practice, this means that fleets or FLTCINCs will issue TACMEMOs addressing battle-group-level tactics, and Warfare Centers of Excellence or type commanders will issue TACMEMOs for specific ships, systems, or weapons. However, the scope of a TACMEMO is not limited and can range from a single topic or a full assortment of integrated subjects in a warfare area involving a number of NWPs/NTTPs. Each TACMEMO contains the same sections/formatting, with varying amounts of information required in each, depending on the scope of the subject.

3.8.1 TACMEMO Development

Normally, TACMEMOs will be issued when introducing a new weapons system, modifying an existing system, or to support the development of an innovative tactical application of a current system. These will result in developmental tactics that require validation prior to incorporation in the NWL. When a tactical deficiency exists that can be addressed or alleviated with new or modified tactic and the developmental tactics are beyond the resources of the identifying command to draft, a TAC D&E project request should be submitted to obtain technical or analytical support.

3.8.1.1 Tactical Development and Evaluation Program

The TAC D&E program provides resources to develop new or improved tactics. General information on project planning and submission are contained in OPNAVINST 5401.6 (series) and the TAC D&E Management Guide.

3.8.1.2 New Systems

When major systems are developed, new NWPs, NTTPs, NTRPs or TACMEMOs may be produced prior to Operational Evaluation (OPEVAL). In cases where TTP for the new system are largely derived from similar existing systems, a new NTTP should be created. This is intended to provide accepted tactical doctrine at system Initial Operational Capability (IOC). If an NTTP is required, a separate complementary TACMEMO for specific tactics and methods may be published to facilitate evaluation. The TACMEMO or NTTP will be reviewed by cognizant commands and the results will be included in the OPEVAL final report. PRAs for affected systems shall respond to the cognizant command's reports and submit changes as necessary.

Cognizant commands and PRAs/CRAs with ultimate responsibility for the new system's TTP should decide the division of responsibility for developing and publishing tactical guidance for new systems. NWDC will assist by assigning PRAs and CRAs.

3.8.1.3 TACMEMO Numbering

The originating command assigns publication numbers to TACMEMOs to ensure subject matter continuity. Figure 3-3 illustrates the TACMEMO numbering system. A full listing of the TACMEMO numbering system is contained in Appendix B. In general, the system adheres to the following conventions:

1. The first numerical group identifies the series (administration, operations, etc.) as listed in Appendix B.

2. The second numerical group, preceded by a hyphen, places the publication within a functional field. These functional fields are derived from the numbers assigned joint publications in the same functional mission areas. Where there is no associated joint doctrine for a given naval tactical area, a nonconflicting number is issued (e.g., the NWP 3-20/21/22 series). The joint numbering system does not utilize the 20 series under Operations, and the Navy uses this for maritime topics (platform specific procedures) which wouldn't otherwise be supported within the joint architecture.

3. The third numerical group, preceded by a period, provides the originating command's sequence number within the functional field for the given year.

4. The fourth numerical group, preceded by a hyphen, will be two digits indicating the year. (For example, COMSURFWARDEVGRU 3-20.6-98 indicates the sixth TACMEMO issued by Surface Warfare Development Group (SWDG) in 1998 under the major category Naval Operations and functional field Surface Warfare).

TM COMSURWARDEVGRU 3-20.6-98

COMSURWARDEVGRU	3	-	20	.	6 - 98
ORIGINATING COMMAND	SERIES		FUNCTIONAL FIELD		SEQUENCE NUMBER
	NAVY OPERATIONS		SURFACE WARFARE		SIXTH TACMEMO
					ISSUED IN CY 98
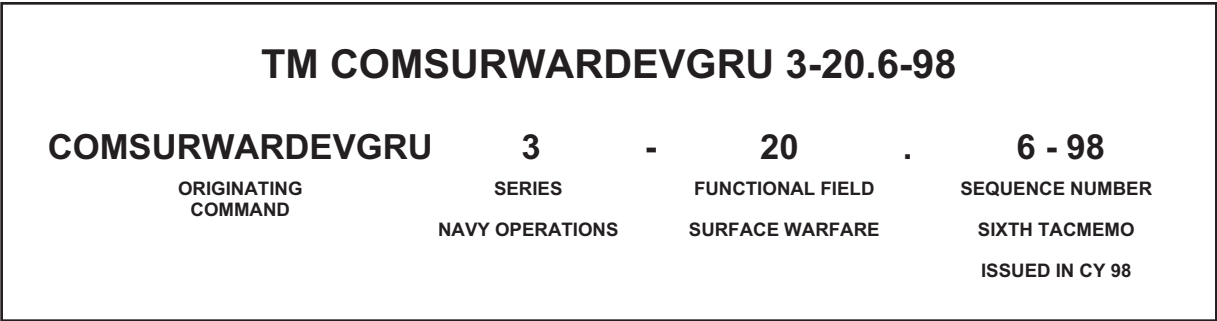
Figure 3-3. Example of TACMEMO Numbering System

3.8.1.4 Format

A TACMEMO consists of five basic parts:

1. Administrative Cover — Promulgates the TACMEMO, identifies affected NWPs/NTTPs/NTRPs, specifies commands for which the TACMEMO is initially effective, provides overall classification, and sets the TACMEMO's *review by* date. This section also identifies those lessons learned and existing TACMEMOs addressed by the latest TACMEMO.

2. Executive Summary — Contains a brief synopsis of the contents of the TACMEMO and rationale for its issue.

3. Body — Provides the substance of the tactic developed. The exact format of a TACMEMO should be tailored to the needs of its intended audience. Where the TACMEMO is intended to modify a major section of an existing NWP/NTTP/NTRP, material should be presented exactly as it would appear in the applicable NWP/NTTP/NTRP. This expedites evaluation and simplifies approval of an appropriate NWP/NTTP/NTRP change.

4. Analytical Calculations and Data — Provides users and evaluators with information necessary to fully understand the formation of the new tactic. It also provides archival information for future evaluators. It is not intended that this section be the sole repository of raw exercise or operational data used in tactical development. This section is optional and may be omitted from general distribution copies, if appropriate. Section 4 may be submitted as an appendix if needed to reduce the size of the TACMEMO.

5. Evaluation Plan — States actions and operations required to validate the TACMEMO. The plan should include specific issues to be resolved, data to be gathered, and analysis to be completed. If a schedule is available, it should be included.

3.8.1.5 TACMEMO Distribution

3.8.1.5.1 NWEL TACMEMO Distribution

All effective TACMEMOs will be forwarded to NWDC for distribution on the NWEL CD-ROM. To ensure this, PRAs will provide Technical Publications with TACMEMOs in both hardcopy and electronic format (pdf files preferred).

3.8.1.5.2 Hardcopy Distribution

Originators are responsible for reproduction and distribution of any paper copies. Wide distribution of TACMEMOs enhances evaluation and implementation.

3.8.1.6 Review of TACMEMOs

TACMEMOs should normally be reviewed within two years of promulgation and either canceled or incorporated into appropriate NWPs/NTTPs/NTRPs. Issuing commands and PRAs should work together toward this end. *Review by* dates greater than two years from issue must be approved by NWDC. Under some circumstances with NWDC approval, TACMEMOs may be extended beyond original review dates to allow further evaluation.

Note

When a TACMEMO has been issued for two years or has reached its *review by* date, it must be reviewed by the issuing command. Based on this review, it shall be canceled or a new *review by* date established and approved by NWDC.

In some cases, a portion of the TACMEMO may be accepted for one or more NWPs/NTTPs/NTRPs while the remaining part requires further evaluation. In this situation, the originating command should reissue the material that has not been incorporated into the NWL as a new TACMEMO.

When a TACMEMO is incorporated in a NWP/NTTP/NTRP, the NWP/NTTP/NTRP shall cancel the TACMEMO.

PRAs shall cancel TACMEMOs through correspondence or naval message to Technical Publications info NWDC N5.

3.8.2 Changes

TACMEMOs are not ordinarily changed but are canceled and reissued with a new number if required. However, if errors or omissions need correcting prior to completion of final evaluation, use the urgent change procedures provided in paragraph 3.2.2.1.

3.8.3 Reviews and Reports

Operational commanders and Warfare Centers of Excellence will report the status of existing TACMEMOs to NWDC annually by fourth quarter FY. A sample report is provided in Figure 3-2. The information provided should include:

1. Publication number, title, and effective date

2. Whether content has been validated in part or in whole

3. NWPs, NTTPs, or NTRPs that should contain the material when validated

4. Planned date for incorporation in an NWP, NTTP, or NTRP.

The planned date for incorporation in an NWP should not be later than two years from the promulgation date. Extensions beyond this date may be approved by NWDC. If the PRA responsible for the NWP/NTTP/NTRP that should include TACMEMO material is different than the TACMEMO's originator, the report should indicate that the PRA has accepted responsibility for incorporation of material in the publication. NWP/NTTP/NTRP revisions and changes will include a list of TACMEMOs for cancellation in their letters of promulgation/approval.

CHAPTER 4

Procedures for Maintenance of the Navy Warfare Library

4.1 PURPOSE

Navy Warfare Library contains the required doctrine and TTP essential for mission success. It must be properly safe-guarded in accordance with applicable security regulations, kept current, and yet administered in such a way as to be accessible to users. Administration of the NWL in accordance with the procedures of this section ensures NWPs, NTTPs, NTRPs, FXPs, MMs and APs are complete, up-to-date, and readily available.

This chapter provides guidelines for maintenance and general administration of the NWL. It provides some flexibility to allow individual commands to tailor NWL management to meet specific needs. It emphasizes a common sense approach to the storage, dissemination, and destruction of classified and unclassified publications, based on standard security practices. Distribution procedures and guidance are in accordance with OPNAVINST 5605 series. This chapter also addresses general management procedures for other tactical products including Joint Publications, Allied Publications, Marine Corps publications, TACMEMOs, NWEL CD-ROMs, NLL CD-ROMs, and APEL CD-ROMs.

4.2 PUBLICATION DISTRIBUTION

4.2.1 Navy Warfare Electronic Library CD-ROM Distribution

NWPs, NTTPs, NTRPs, FXPs, and MMs are distributed on NWEL and via NWDC SIPRNET. Unclassified CDs in this series will be provided to all commands holding any portion of the NWL. Distribution of classified discs is limited to those commands on automatic distribution for one or more classified NWPs/NTTPs/NTRPs/FXPs with adequate classified material storage facilities for Secret and below. All requests concerning the NWEL distribution should be directed to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
ATTN: N573
686 CUSHING ROAD
NEWPORT, RI 02841-1207

DSN 948-6412 or 1168
Comm (401) 841-6412 or 1168

Email: fleetpubs@nwc.navy.mil.

Note

Individual commands needing more copies of NWEL should submit requests for changes to CD-ROM distribution as indicated in paragraph 4.3.2.

4.2.1.1 Changes to NWPs/NTTPs/NTRPs/FXPs on NWEL

Approved changes to publications on NWEL are both incorporated into the publication and posted as a separate pdf file. Holders have the option of printing a new version of the publication or manually entering changes in their existing hardcopies.

4.2.2 Commissioning/Initial Allowance

Submit commissioning allowance or initial establishment requests to Technical Publications via the appropriate TYCOM in accordance with OPNAVINST 5605.19.

4.2.3 Automatic Distribution Requirements List for AIR TACMANs (NWP 3-22.5 Series)

NATEC establishes initial ADRLs for AIR TACMANs based on Model Manager/PRA input during publication development. ADRLs are updated based on requests of individual commands. Procedures for ordering additional AIR TACMANs are contained in NAVSUP Publication 2003. AIR TACMANs are listed by their NAVAIR, not NWP numbers. Further information concerning stock numbers may be obtained by calling NATEC at DSN 735-2597/Commercial (619) 545-2597.

4.2.4 NLL CD-ROM Distribution

The NLLDB is contained on the NLL CD-ROM set. Both classified (up to Secret) and unclassified CDs are available. The NLL CD-ROM set is distributed quarterly. The NLLDB is also available for review on the NWDC SIPRNET website (www.nwdc.navy.smil.mil). The NLLDB on the SIPRNET is updated weekly. Both media provide for full text search and retrieval. The Navy Instructional Input Program (NIIP) which provides for the creation and submission of LL, is available for download.

To be added to the NLL CD classified or unclassified distribution, submit a signed command letter (letterhead) to Technical Publications, validating the requirement and requesting a copy of the CD set(s) be provided. The letter should include the specific address and UIC of the requesting unit, the command code to which the delivery should be made, as well as a POC and phone number.

For distribution or requirement issues, contact Technical Publications.

4.2.5 Distribution of Joint Doctrine Publications

Joint doctrine publication distribution for Navy commands is determined by NWDC. Unclassified JPs are distributed to Navy commands electronically via the Joint Electronic Library (JEL) or via download from the Joint Doctrine website http://www.dtic.mil/doctrine. Classified JPs are distributed based on mailing lists prepared by NWDC and maintained by Technical Publications with limited stock at NAVICP.

4.2.6 Distribution of NATO Publications

Commands requesting NATO classified publications must be subregistries, control points, or subcontrol points established by the central U. S. Registry. OPNAVINST C5510.101 and USAAN 1-69 provide procedures for requesting establishment of NATO classified accounts. It also specifies criteria for handling, storing, and using NATO classified material.

4.2.6.1 Classified NATO Publications

Commands requesting NATO-SECRET publications must be subregistries, control points, or subcontrol points established by the Central U.S. Registry. OPNAVINST C5510.101/USSAN 1-69 provide procedures for requesting establishment of classified NATO accounts. It also specifies criteria for handling, storing, and using classified NATO material.

4.2.6.2 Allied Publication Electronic Library CD-ROM Distribution

Allied publications NATO-CONFIDENTIAL and below are distributed on APEL. NATO-UNCLASSIFIED publications are also distributed via NWDC SIPRNET. Unclassified CDs in this series will be provided to all commands holding any portion of the NWL. Distribution of classified NATO discs is limited to those commands on automatic distribution for one or more NATO-CONFIDENTIAL/RESTRICTED Allied publications meeting the security requirements specified in paragraph 4.2.6.1. All requests concerning the APEL distribution should be directed to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
ATTN: N573
686 CUSHING ROAD
NEWPORT, RI 02841-1207

DSN 948-6412 or 1168
Comm (401) 841-6412 or 1168

Email: fleetpubs@nwc.navy.mil.

Note

Individual commands needing more copies of APEL should submit requests for changes to APEL CD-ROM distribution to Technical Publications.

4.2.6.2.1 Allied Publications with a NATO Effective Date

Allied publications that are awaiting implementation of their NED are included and marked "Not effective; see NAVPUB messages" with links to the NWDC NIPRNET and SIPRNET sites.

4.2.6.2.2 Changes to Allied Publications on APEL

Approved changes to publications on APEL are both incorporated into the publication and posted as a separate pdf file. Holders have the option of printing a new version of the publication or manually entering changes in their existing hardcopies. Changes that are awaiting implementation of their NED are included and marked "Not effective; see NAVPUB messages" with links to the NWDC NIPRNET and SIPRNET sites.

4.2.6.3 Hardcopy Distribution of NATO Publications

The ATP-1 Volumes I and II along with NATO-SECRET publications are distributed in hardcopy.

4.2.7 Distribution of EXTAC 1000 Series/Multinational Manuals

These publications are distributed on APEL CD-ROM and NWEL CD-ROM.

4.2.8 Distribution of TACMEMOs

TACMEMO originators reproduce and distribute paper copies of TACMEMOs. Additionally, TACMEMOs are distributed Navy-wide on NWEL CD-ROM and posted on the NWDC SIPRNET site. This reduces the cost and administrative burden to the Navy of paper distribution, but ensures developmental tactical products are universally available and up-to-date. A list of effective TACMEMOs is available on the NWDC SIPRNET site at: http://www.nwdc.navy.smil.mil/.

4.3 ORDERING HARDCOPY PUBLICATIONS

4.3.1 Publications on Automatic Hardcopy Distribution

The ATP-1 Volumes I and II along with NATO-SECRET publications are distributed to commands in hardcopy format. Additional copies may be ordered through the Navy Supply System at no cost. Requests for more than two copies require Technical Publications coordination. If a command chooses to reproduce a local copy, any reproduction of classified publications must be done in accordance with SECNAVINST 5510.36 or OPNAVINST C5510.101/USSAN INST 1-69.

4.3.2 Publications on Automatic CD-ROM Distribution

NWPs, NTTPs, NTRPs, FXPs, and MMs are distributed to commands by the NWEL CD-ROM. Additionally, Allied Publications, NATO-CONFIDENTIAL and below are distributed on APEL CD-ROM. Print on Demand (POD) technology allows individual commands to request publication hardcopies at no cost. Hardcopy publications may be ordered online through the Naval Logistics Library at www.nll.navsup.navy.mil or from the Defense Distribution Depot, Susquehanna. Requisitions for these publications should be transmitted to Defense Automatic Addressing System Office (DAASO) using the communications routing indicator RUCIZZA. If a communications center is not available, submit a full MILSTRIP, with routing identifier NFZ in record position 4-6, in message format to DAAS Dayton, OH (Routing Indicator RUEOZNA). Other methods for ordering publications include using the IBM PC compatible MILSTRIP generation program, SALTS and Bulletin Board system. Stock numbers for publications may be found online through the Naval Logistics Library, through the data base on the NWEL, APEL, or through the NAVSUP Pub 2003. For further information on these options, contact customer service at:

NAVAL INVENTORY CONTROL POINT
CODE 033341
700 ROBBINS AVE
PHILADELPHIA, PA 19111-5098

DSN 442-2626
Comm (215) 697-2626.

Note

- Requests for more than two copies require Technical Publications coordination.

- If a command chooses to reproduce a copy locally, any reproduction of classified publications must be done in accordance with SECNAVINST 5510.36 or OPNAVINST C5510.101/USSAN INST 1-69.

4.4 NAVY WARFARE LIBRARY ADMINISTRATION

The NWL is the central control point within a command for the administration and maintenance of NWPs, NTTPs, NTRPs, FXPs, JPs, APs, MMs, TACMEMOs, and NWEL CD-ROMs. The guidelines set forth in this chapter are general and application should be adapted to meet the needs of each command. The purpose of NWL administration is to ensure all required publications are held, updated, and made available to users. The overall management of a command's NWL is the responsibility of the NWL custodian. Day-to-day management of the publications and account, in general, may be delegated to an NWL clerk or NWL account subcustodian. Assignment of command NWL custodians, clerks, and subcustodians shall be in writing with a specific appointment letter, a command notice designating primary and collateral duties, or other command correspondence.

4.4.1 NWL Administrators

4.4.1.1 NWL Custodian

The NWL custodian is responsible for the overall administration and security of the NWL per requirements of this chapter and paragraph 305.14 of OPNAVINST 3120.32 and any other applicable directives. The NWL custodian should be an officer, a senior petty officer, or Department of Defense civilian. Responsibilities include:

1. Maintaining all NWL records.

2. Distributing NWPs, NTTPs, NTRPs, FXPs, JPs, APs, MMs, TACMEMOs, NWEL CD-ROMs, and APEL CD-ROMs. Routing information concerning these publications within the command.

Note

> If posting publications or CD-ROMs on the server of an approved local area network, ensure this is carried out in accordance with SECNAVINST 5510.36 and other relevant ADP security instructions.

3. Ordering or producing replacement publications or portions of changes as necessary to maintain the NWL.

4. Taking appropriate action in the event of actual or possible loss or compromise of a classified publication.

5. Ensuring that viable emergency action procedures (destruction, safeguarding, etc.) for the NWL are included in the command's emergency action plan.

6. Maintenance of the NAVPUB General Message file. Current NAVPUB messages are posted on the NWDC NIPRNET and SIPRNET sites.

Note

> For the purposes of the above list, responsibilities also include JPs, FXPs, APs, MMs, TACMEMOs, NWEL CD-ROMs, and APEL CD-ROMs.

4.4.1.2 Publications Clerk

A publications clerk may be assigned to assist the NWL custodian in administration of the NWL. The NWL custodian may delegate any duties to the clerk that will assist in efficient management of the NWL.

4.4.1.3 NWL Subcustodian

An NWL subcustodian is a permanent holder of a segment of the custodial accounts publication library. The responsibilities for management of the subcustodial account are identical to those of the NWL custodian.

4.4.1.4 Holder

A holder has physical custody of one or more publications greater than short-term access and is responsible for maintaining the publication and providing adequate security. Either the holder or the NWL custodian may enter changes to the publication.

4.4.1.5 User

Users have short-term access to the publications and are responsible for providing appropriate security. They are not responsible for entering changes to publications.

4.4.2 NWL Account Requirements

The following requirements are to be met in maintaining the NWL:

1. Publications shall be maintained in an up-to-date and usable condition.

2. Individual commands may have specific hardcopy requirements. Requirements for hardcopy publication holdings may also be levied by TYCOM or ISIC instructions.

4.4.3 Security Requirements

NWL publications and CD-ROM shall be handled in accordance with SECNAVINST 5510.36 series. Consult OPNAVINST C5510.101/USSAN INST 1-69 for specific security requirements regarding APEL and NATO material. Classified NWP publications shall be entered into the command security control system for each unit.

Note

> Unclassified material in the NWL shall not be posted on any freely accessible information or media facility.

4.5 MAINTENANCE OF THE NWL

4.5.1 Records

Commands shall maintain adequate records to ease entry of changes and to assist the custodian in maintaining the command allowance. The custodian should use the resources available (i.e., computer data bases, handwritten cards) to structure the library's records to meet specific needs. Sample files are provided in Appendix D.

4.5.1.1 Locator File

This file maintains an up-to-date record of the holder, user, or physical location of all publications maintained in the command's NWL.

The locator file may be composed of catalog cards (OPNAV Form 5070/11) made out for each publication or CD-ROM disc held, or it may be maintained by other appropriate computerized systems or manual accounting methods. This file may be combined with the inventory list described below. A sample catalog card is contained in Figure D-2.

4.5.1.2 Administrative File

The administrative file shall contain copies of all correspondence pertaining to NWL publications. Portions of the file may be maintained in any format, including computer data base. The file should include:

1. Correspondence file — Correspondence relating to the NWL and its publications, both internal and external, received or generated by the command. This should include requests for publications, changes, messages, and letters documenting inspections of the NWL. General NWL correspondence should be retained for two years.

2. NAVPUB messages — Messages should be retained until canceled. The annual recapitulation message (issued in January of each year) lists effective NAVPUB messages.

3. Inventory list — A complete inventory of the account, including the status of changes for each publication. A sample inventory list is contained in Figure D-1.

4. Pending Change File — Change Entry Certification Forms (OPNAV 5070/12) or other records used to document pending changes. A sample change entry certification form is contained in Figure D-3.

5. Access list — List of those individuals in the command who have access to classified publications and NATO publications.

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4.5.2 Receipt Procedures

The following procedures should be followed upon receipt of an NWL publication.

4.5.2.1 Paper Copy Publication Receipt

Upon receipt of a publication, the NWL custodian shall:

1. Page check each copy of the publication(s) received. If this check reveals an incomplete publication, a report should be submitted per paragraph 4.5.2.9 and a replacement copy ordered, photocopied, or printed from NWEL.

2. Fill out an NWL Catalog Card (OPNAV Form 5070/11) or update equivalent records.

3. Review the Letter of Promulgation or Letter of Approval for the publication to determine effective date and what publications are superseded.

4. Update the inventory.

5. Apply any stamps or other special marking required by the command.

6. Route the publication notice or a local notice to all interested personnel.

7. Destroy superseded publications per paragraph 4.8.3.

4.5.2.2 NWEL/NLL/APEL CD-ROM Receipt

Upon receipt of NWEL, NLL, or APEL CD-ROM the NWL custodian should:

1. Ensure receipt of all CDs in a series. For classified CDs, sign and date enclosed Record of Receipt card and mail to NWDC within five days.

2. Run each disc in the computer to ensure no software defects exist. This check is intended to determine if the discs can be read by the computer, not to verify disc contents.

3. Fill out an NWL Catalog Card (OPNAV Form 5070/11) or update equivalent records.

4. Update the inventory.

5. Print and enter any needed changes to paper copies of NWL publications included on NWEL or APEL.

4.5.2.3 Internal Routing

The publication notice page in an NWP, NTTP, NTRP, FXP, AP, or MM gives a brief summary of a new publication or change. The NWL custodian should route the publication notice to interested personnel to keep them informed of changes. Routing may be by whatever means the command deems appropriate.

4.5.2.4 Issue to User

When a publication is issued to a user from the NWL, the NWL custodian should:

1. Update custody files.

2. Ensure that the person receiving the publication accepts responsibility for the publication and understands security requirement applicable to the publication. Any pending changes to publications should be incorporated prior to issue.

4-7   CHANGE 1

4.5.2.5 Publication Return

When a publication is returned to the NWL, the NWL custodian should update custody files and check that the publication is complete with all changes entered.

4.5.2.6 Change Receipt (Paper Copy)

When a publication change or correction (printed or message) is received, the NWL custodian should conduct a page check to ensure completeness. If the check reveals an incomplete change or correction, a report should be submitted per paragraph 4.5.2.9 and a replacement copy ordered, photocopied, or printed from CD-ROM.

For a publication being retained in the NWL, the clerk or custodian shall:

1. Enter the change when it becomes effective

2. Review the change summary to ascertain that all outstanding urgent changes have either been incorporated or canceled

3. Conduct a page check of the publication in accordance with List of Effective pages that accompanied the change (if applicable)

4. Annotate the change on the Record of Changes page and all applicable command files

5. Destroy change residue per paragraph 4.8.3.

If the affected publication is held by a subcustodian, the clerk or custodian may either recall the publication and enter the change or have the change entered by the subcustodian. OPNAV Form 5070/12 may be used to record entry of changes.

Routine changes to NWL publications should incorporate all urgent changes. Occasionally, the PRA must issue an urgent change after approval but prior to distribution of a routine change. In this situation, the PRA shall prepare a new urgent change after the new NWL publication change has been distributed. The new urgent change shall modify the new NWL publication change and cancel the previous (albeit identical in content) message change.

4.5.2.7 NAVPUB Urgent Changes

Urgent changes are issued as NAVPUB general messages. Message changes issued by the PRA are backed up by NAVPUB message from NWDC. A change summary page is provided as a part of all NWL publications to record all urgent changes. If an urgent change is not incorporated into or canceled by a routine change, it should be maintained with the manual and reflected in the change summary. For publications that are distributed on CD-ROM only, or for commands who receive only CD-ROM, distribution of select NWL publications, message changes shall be retained in a message file for that purpose until the next regular release of the CD-ROM (NWEL) is received incorporating the changes. NAVPUBs are serialized and an annual recapitulation is issued in January. NWDC only requires retention of effective NAVPUBs.

Local command procedures must be established to review urgent changes to publications that commands receive in CD-ROM only prior to using the CD-ROM version of the publication to ensure that applicable changes are understood.

4.5.2.8 Change Receipt (NWEL)

Changes on CD-ROM will be incorporated into the NWL publication. Changes to printed paper NWL publications that are distributed via CD-ROM should be locally printed from image files and entered per paragraph 4.5.2.6.

4.5.2.9 Report of Nonreceipt or Incomplete Publications

Commands should ensure that material has been fully distributed before reporting nonreceipt. For paper copies: if new NWL publications, revisions, or changes are not received within three months of promulgation (as indicated by letter, message, NWEL, or APEL), send a report by letter to Technical Publications. For CD-ROM: if NWEL, NLL, or APEL CD-ROMs have not been received within three months of normal arrival, notify Technical Publications. Also, if publications or discs arrive improperly assembled or printed, send a report by letter to Technical Publications. Activities should then order required material through the NAVICP (for printed material) or from Technical Publications (for CD-ROM).

4.6 INSPECTION OF THE NWL

The NWL shall be inspected per paragraph 305.14 of OPNAVINST 3120.32. The inspection shall:

1. Verify required holdings per paragraph 4.4.2. This requirement is satisfied by inspection of records and a spot check of publications in the inventory.

2. Conduct a spot check of selected paper copies of publications to verify that basic requirements for change entry are being met.

3. Ensure correspondence and NAVPUB files are being maintained.

4. Verify that classified publications are properly handled. If an inventory is conducted, it should be combined with one required by paragraph 4.7.

4.7 INVENTORY

Relief of the NWL custodian shall be accompanied by an inventory of all classified NWL publications. A report shall be made to the commanding officer upon completion of this inventory. Inventories required because of the level of classification of the publication shall be conducted in accordance with local security instructions.

Note

> An inventory of the classified NWL shall be conducted annually, at a minimum, in accordance with command inspection guidelines and upon relief of the NWL custodian. NATO-SECRET publication inventories shall be conducted quarterly. Reports shall be made to the commanding officer upon completion of these inventories.

There is no requirement for an inventory of unclassified publications in the NWL.

4.8 SECURITY

4.8.1 Loss or Compromise of Classified NWL Publications

Possible or actual loss or compromise of classified NWL holdings shall be investigated and reported per SECNAV-INST 5510.36 series and local instructions.

4.8.2 Access

Publications shall be protected commensurate with the classification of material they contain. Access to publications shall be limited to properly cleared personnel with a need to know. Control of access to individual publications is the responsibility of the NWL custodian, subcustodian, or user who holds the publications.

To be effective, the NWL should be readily available to all cleared personnel who require reference to its content. Unclassified publications within the NWL are subject to no special access controls, except as modified by the

preceding paragraph. If publications are lost or damaged in whole or in part, they should be replaced by (in order of priority):

1. Copying needed pages from another copy of the publication

2. Printing needed pages from NWEL CD-ROM

3. Printing needed pages from NWDC SIPRNET files, or

4. Ordering new copies through the supply system.

4.8.2.1 Contractor Access to NWL/NLL CD-ROMs

Contractors may be provided individual copies of NWL publications/NLL CD-ROMs if required to fulfill their contract. The Navy contracting officer or contracting officer's representative (COR) must determine the need to know.

Private companies/contractors shall not be placed on automatic distribution for NWL publications/NLL CD-ROMs. The contracting officer or COR may furnish the NWL publications/NLL CD-ROMs as government furnished material. If the contracting officer or COR does not have copies of publications available, they should be ordered from the NAVICP or Technical Publications as described in paragraph 4.3. The contracting officer or COR is responsible for ensuring the currency of the publications he provides to his contractors.

All NWL publications/NLL CD-ROMs provided to contractors remain the property of the Navy and shall be returned to the contracting officer or COR when the contract ends. The contractor may request that he be allowed to retain the publications for use on one or more other contracts. To accomplish this, the contractor must return the publications to the COR under the old contract; and, after the contracting officer verifies the need to know, the accountability for the NWL publications must be transferred to the new contracting officer or COR for reissue against the new contract. When there is no longer any contractual need for publications, they should be returned to the contracting officer or COR and either returned to his own inventory or destroyed.

The need to furnish the contractor with NWL publications may be negated by providing access to the documents at a Navy facility. This allows him to read the required material without having to transfer accountability of the publications. All security requirements must be met (i.e., access, copying, note-taking) and access to controlled-issue documents must be denied.

4.8.2.2 Foreign Disclosure

SECNAVINST 5510.31 governs disclosure of material in NWL publications to foreign governments or international organizations. The NLLDB is not releasable to foreign governments or international agencies. The use of the NIIP software is permissible by U.S. allies.

4.8.3 Destruction of NWPs, NTTPs, NTRPs, FXPs, and APs

Destroy excess, superseded, canceled, and change residue paper or microfiche copies of publications per SECNAVINST 5510.36 and OPNAVINST C5510.101/USSAN INST 1-69. Notification of destruction is not required.

4.8.4 Destruction of NWEL/NLL/APEL CD-ROMs

Destroy classified and unclassified NWEL/NLL/APEL CD-ROMs per DON Information Assurance (IA) Publication Module 5239-26. The National Security Agency (NSA) is the lead agency for the destruction of CD-ROMs and destroys classified and unclassified NWEL/NLL/APEL CD-ROMs at no cost to users. Your local site security office can advise on proper shipping requirements. For classified CD-ROMs mark the inner wrapper "SPECIAL BURN". Separate the plastic pouch from the disc and dispose of per local environmental guidelines.

Return excess, superseded, or canceled NWEL/NLL/APEL CD-ROM discs to the National Security Agency at:

NATIONAL SECURITY AGENCY
ATTN: DEGAUSSING - SUITE 6875
9800 SAVAGE ROAD
FORT GEORGE G. MEADE, MD 20755-6875

APPENDIX A

Format Specifications for Preparing Navy Warfare Library Publications

A.1 SCOPE

This chapter covers general style and format requirements for preparing publications in the NWL. This guide applies to NWP, NTTP, NTRP, FXP and NWP 3-22.5 (AIR TACMAN) series publications.

These publications, with the exception of FXPs, are numbered by the Navy Warfare Development Command (NWDC) to align with the Joint Publication system.

Final published copies of NWPs/NTTPs/NTRPs/FXPs:

1. NWPs contain a letter of promulgation signed by NWDC under the authority delegated by the Chief of Naval Operations.

2. NTTPs/NTRPs/FXPs contain a letter of approval signed by the designated PRA.

3. Contain information on operational level doctrine; tactical level doctrine; tactics, techniques, and procedures; reference material; and exercises.

4. Are published and distributed via NWEL CD-ROM, NWDC SIPRNET, and NLL website.

MIL-M-81834 specifies requirements for the preparation of Aircraft NWP 3-22.5 series manuals. Format these manuals in accordance with the guidance provided in NTTP 1-01. NWP 3-22.5 series pocket guides fall under the requirements of MIL-M-81222(AS).

Publications covered by this specification may contain material classified up through Secret. Publications that require a higher or more restrictive classification (e.g., Top Secret) should not be considered for inclusion. These require special development and production facilities that are not routinely available. Such publications will require prior approval, planning, and close involvement of appropriate OPNAV and security authorities.

A.2 APPLICABLE GOVERNMENT DOCUMENTS

The following documents form a part of this chapter to the extent specified herein.

A.2.1 Military Standards

ASME-Y14.38M, Abbreviations and Acronyms (DOD adopted).

IEEE 91-84, Standard Graphic Symbols for Logic Functions (DOD adopted).

A.2.2 Department of Defense Publications

SECNAVINST 5510.36, Department of the Navy (DON) Information Security Program (ISP) Regulation.

Joint Pub 1-02, Department of Defense Dictionary of Military and Associated Terms.

NWP 1-02, Naval Supplement to the DOD Dictionary of Military and Associated Terms.

A.2.3 Other Government Publications

United States Government Printing Office Style Manual.

Government Style Manual Printing and Binding Regulations.

ACP 165 Operational Brevity Codes.

Obtain copies of documents other than specifications and standards required in connection with specific procurement functions from the contracting officer. Specifications and standards are available from the DODSSP, Building 4/Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5098.

A.3 PUBLICATION GENERAL WRITING GUIDELINES

Publications must be current, understandable, and accessible. They must be tailored to the needs of their target audiences. When creating or editing these publications, the following guidelines should be followed to ensure the publication will be widely read and understood:

1. Write clearly and concisely.

2. Identify the target audience. Tailor the style and content of the publication closely to the educational level and needs of that target audience.

3. Define and limit the level of command for which the publication is applicable. The span of use normally should not exceed two levels up and down the chain of command from the target audience.

4. Limit directive language to those instances where required (i.e., safety or mission success is significantly affected).

5. Provide alternatives and options to primary TTP. Discuss circumstances when the primary recommended TTP or other alternatives may be more suitable.

6. Furnish background material to allow the reader to evaluate applicability and potential.

7. Tactical reference material is considered standalone and descriptive in nature. It is intended to support tactical employment requirements of the operator or watch stander.

8. Ensure publications meet specifically identifiable strategic, operational, or tactical needs. Do not justify doctrine or TTP in terms of national policies or current military or political concerns; this risks loss of credibility of otherwise valid tactics when political or military policies change. If a particular set of TTP is relevant to a specific adversary or threat, this should be stated.

A.4 REQUIREMENTS

This specification provides guidelines for submission of publication materials for use in electronic files. Former requirements for submission of reproducible (camera-ready copy) for printing hardcopy are de-emphasized, but

enough information remains to accomplish this purpose. Some instructions are included to enable a user to print a publication in Adobe Acrobat PDF® format locally at a Document Automation and Production Service (DAPS) facility.

Note

> All material prepared under this chapter shall be government property, including original artwork and computer graphics.

A.4.1 Conflict Between Specifications

Apply this chapter in case of conflict between specifications. Notify the NWDC of all such conflicts.

A.4.2 Copyrights and Advertising

Do not include copyrighted material in manuals without permission in writing from the NWDC.

A.4.3 Computer Graphics

Computer graphics files may be submitted on any commonly used media (i.e., 3-1/2-inch high density discs, JAZ® or ZIP® discs, or CD-ROM); however, they shall be accompanied by printouts of the drawings on 8-1/2-inch by 11-inch paper. Graphics file formats must be IBM compatible. If a graphic was created on a Mac, convert it to an IBM-compatible format prior to submission.

A.4.3.1 Linking Graphics Files

Graphics files shall be provided with their native file extension. If included in the document, they shall be linked, not embedded, and placed within the same folder (directory). Linking creates a pointer in the underlying code of the document file connecting that position in the document with the separate, external graphics file. The separate graphics file is not converted to the document's proprietary format and remains in its original format. Linking permits editing/tweaking with professional graphics applications. When graphics are embedded, the only way to get them back as individual files results in inadvertent conversions to other file types that are undesirable for further manipulation. This also directly increases production time and wastes man-hours. Embedding significantly increases the size of the document. Programs add the size of the embedded file, plus a few kilobytes (KB) per embedded object. When opening a document with many embedded graphics, the system will attempt to load the entire file into random-access memory (RAM), often causing a system crash. This problem does not exist if the graphics are linked and not embedded. In this case, the system only loads to RAM the graphic(s) on the page that is(are) on the page(s) on the screen at any given time.

A.4.3.2 Linking Graphics in Microsoft® Word 97 for Windows® 95

To link a compatible graphics file into Word 97 follow the following procedure:

1. Save the graphics file to the folder (directory) in which the document is located.

2. Open the document in Word and position the cursor at the place in the document where you want the graphic to appear.

3. Left-click the Insert menu.

4. Left-click the Picture... item.

5. The dialog box appears.

6. Navigate through the Directories: list and left-click the directory (folder) containing the graphics file to which you want to link. (You should have placed it in the directory in which your Word document is located.)

7. Select the desired graphics file from the File Name: list.

8. Check the Link to File: checkbox.

9. Uncheck the Save with Document: checkbox.

10. Left-click the OK button.

A.4.3.3 Linking Graphics in Microsoft® Word 2000

To link a compatible graphics file into Word 2000 follow the following procedure:

1. Save the graphics file to the folder (directory) in which the document is located.

2. Open the document in Word and position the cursor at the place in the document where you want the graphic to appear.

3. Left-click the Insert menu.

4. Left-click the Picture... item.

5. The dialog box appears.

6. Navigate through the Directories: list and left-click the directory (folder) containing the graphics file to which you want to link. (You should have placed it in the directory in which your Word document is located.)

7. Select the desired graphics file from the File Name: list.

8. Select the Link to File item from the Insert pull-down menu.

A.4.3.4 Vector Graphics

Vector graphics are the preferred format for creating scalable nonphoto images. Bitmap graphics describe images in terms of individual pixels while vector graphics define objects with mathematical formulas that require far less file space. These compact graphics files are mandatory for producing the small publication files. CorelDRAW® is the preferred graphics program for vector drawings and is used by Technical Publications. Other graphics programs that produce vector drawings (e.g., Adobe Illustrator® and AutoCAD®) may be used if their files can be imported into CorelDRAW®.

A.4.3.5 Scanned Files

Bitmap files (scanned graphics) produced at a minimum of 300 dpi are acceptable although they greatly increase electronic file size. Graphic images for publication should be large enough for all pertinent details to be clear onscreen and in print. Corel PHOTO-PAINT® and Adobe Photoshop® are the preferred programs for photo editing. They are used by Technical Publications.

A.4.3.6 Naming Graphics Files

Graphics files shall be named using an eight digit code. The first two digits define the chapter number, the next three digits define the figure number, and the remaining three digits define the sheet number, if any (e.g., 03012002 is Chapter 3, Figure 12, Sheet 2 and 15002000 is Chapter 15, Figure 2).

A.4.4 Signs and Symbols

Refer to Chapter 10, "Signs and Symbols," in the Government Printing Office Style Manual for established symbols.

Use symbols from reference documents as follows:

1. Logic diagrams — ANSI Y32.14

2. Electrical and electronic parts — ANSI Y32.3.

A.4.5 Text Files on Media

Text files may be submitted on any commonly used media (i.e., 3-1/2-inch high density discs, JAZ® or ZIP® discs, or CD-ROM); however, they shall be accompanied by printouts of the files. Also observe the following guidelines:

1. Use any software that will provide plain, unformatted text in ASCII, saved with a .txt extension. If using Microsoft® Word, make every effort to apply the Word style sheet that can be downloaded from the NWDC websites at http://www.nwdc.navy.mil/ or http://www.nwdc.navy.smil.mil/. Save the file with a .doc extension. If the Word style sheet is not used, save the file as a text-only file with a .doc or .rtf extension. Corel VENTURA^{TM} is the preferred desktop publishing software and a VENTURA^{TM} style and format template can be downloaded from the NWDC websites. Corel VENTURA^{TM} is used by Technical Publications.

2. Use no indentation. Do not use spaces or tabs to enhance appearance. Do not use "all capitals." Use no formatting codes that are innate to the word processor. Use two "carriage returns" (press ENTER twice) to separate each logical unit of text (heading, paragraph, item in a list, caution or warning). This produces a plain but very readable draft.

3. Prepare tables in files separate from text files. In this case, format them using the word processor's capabilities. A clean printed copy shall be furnished for each table on media to indicate the formatting used in case the file does not successfully reload.

4. Copy all files to the media to be used for transfer, then print a copy of each file from the media. This ensures that the files on the media are readable and that the printed copy matches the files. Submit the printed copy with the media. This ensures that the information is available if the media is lost or damaged.

Note

> If the files on media differ from the accompanying printed copy, the files on media will be presumed to be current and correct.

5. Annotate the printed copy forwarded with the files on media using pen and ink to indicate changes that are to be made to the files on the media.

A.4.6 Final Copy

A page of final copy shall be fully acceptable for making a computer-scanned graphic image from the page for use on a CD-ROM disc. Represent each page of the publication by a complete page of copy. Incorporate same-size artwork on the page. (This does not cancel the requirement to provide original artwork and computer graphics.)

Because of the emphasis on using Adobe Acrobat PDF® files on CD-ROMs, word processing, desktop publishing, and graphics programs that are Adobe Acrobat®-capable/compatible are preferred for producing final copy.

Line drawings and/or computer graphics are required whenever new artwork is prepared. Hardcopy line drawings shall be of high quality. Make line drawings for original artwork to as small a scale as practical with all essential detail legible, presented in the same size that they will occupy on the printed page. Ensure computer graphics are linked

in accordance with paragraph A.4.3. Use color in artwork only where absolutely necessary (not merely for decorative purposes). When color is used, include a legend in the illustration containing an exact duplicate of the color and pattern used. Make the use of color consistent wherever possible. Take great care in selecting colors, hues, and shading; while they may look great on the computer screen, the printed copy may be unreadable.

Scanned (bitmap) graphics not less than 300 dpi may be used in reproducible copy; however, since these files are difficult to alter or revise, the original artwork from which they were prepared must be forwarded with the final copy. Halftones may be used in final copy, provided they are of high quality and good contrast, and are screened to approximately 100-line screen. The originals of halftones must be forwarded with the final copy.

Photographs may be used, but use should be determined by the practical considerations of their purpose and suitability in the publication. Line drawings are preferred. Photographs are to be of very high quality, continuous in tone, and less expensive than line art of the same material. Original photographs must be forwarded with the final copy (do not provide scanned photographs). Professional electronic photograph images from digital cameras will be tif (PC) files and must be of high resolution (320 dpi for 4 X 5s or 640 dpi for 8 X 10s). Follow procedures outlined in paragraph A.4.3. for naming and linking electronic tif files.

A.5 GENERAL FORMAT

While Corel VENTURA^{TM} is the desktop publishing software of choice for Technical Publications, it is understood that other Centers of Excellence use Microsoft® Word for their writing needs. To facilitate Word users, a Word style and format template is available from the Navy Warfare Development Command NIPRNET and SIPRNET websites at http://www.nwdc.navy.mil/ and http://www.nwdc.navy.smil.mil/.

A Corel VENTURA^{TM} style and format template is also available from the NWDC websites.

The Word style and format template has the appropriate page and paragraph tags built in to allow users to construct documents that closely emulate the formatting parameters specified in this publication. By consistently using the page and paragraph tags found in the template, the publication can be easily converted by Technical Publications into Corel VENTURA^{TM} for further processing and distribution.

In this publication, the standard typography and printing system of picas and points is used for measurements within the copy or image area of a page.

1. One point is .01384 inches and there are approximately 72 points per inch.

2. One pica is equal to 12 points and there are approximately 6 picas per inch.

3. An example measurement of 2,6 picas is read as 2 picas and 6 points or 2 1/2 picas.

4. Corel VENTURA^{TM} measures one point as one-twelfth of a pica whereas Microsoft® Word measures one point as one-tenth of a pica. Therefore, 2.5 picas in Word is equivalent to 2,6 picas in VENTURA^{TM}.

5. Hardcopy measurements will vary due to differences between computers, software installations, and printers. A deviation of .02768 inches or 2 points between specification and hardcopy measurement is acceptable.

A.5.1 Page Size

Page size shall be 8-1/2 by 11 inches.

A.5.2 Margins

The left- and right-hand margins are 4,6 picas. The top margin is 5,6 picas. The bottom margin is 4,9 picas. See Figure A-1.

5,6 picas

CLASSIFICATION

PUBLICATION SHORT TITLE

◄— 4,6 picas —► ◄— Approx 42,0 picas (Printer settings will vary by a few points) —► ◄— 4,6 picas —►

COPY OR IMAGE
AREA
(The templates provided
account for these dimensions.)

56,0 picas

60,6 picas

**This sample is not
drawn to scale.**
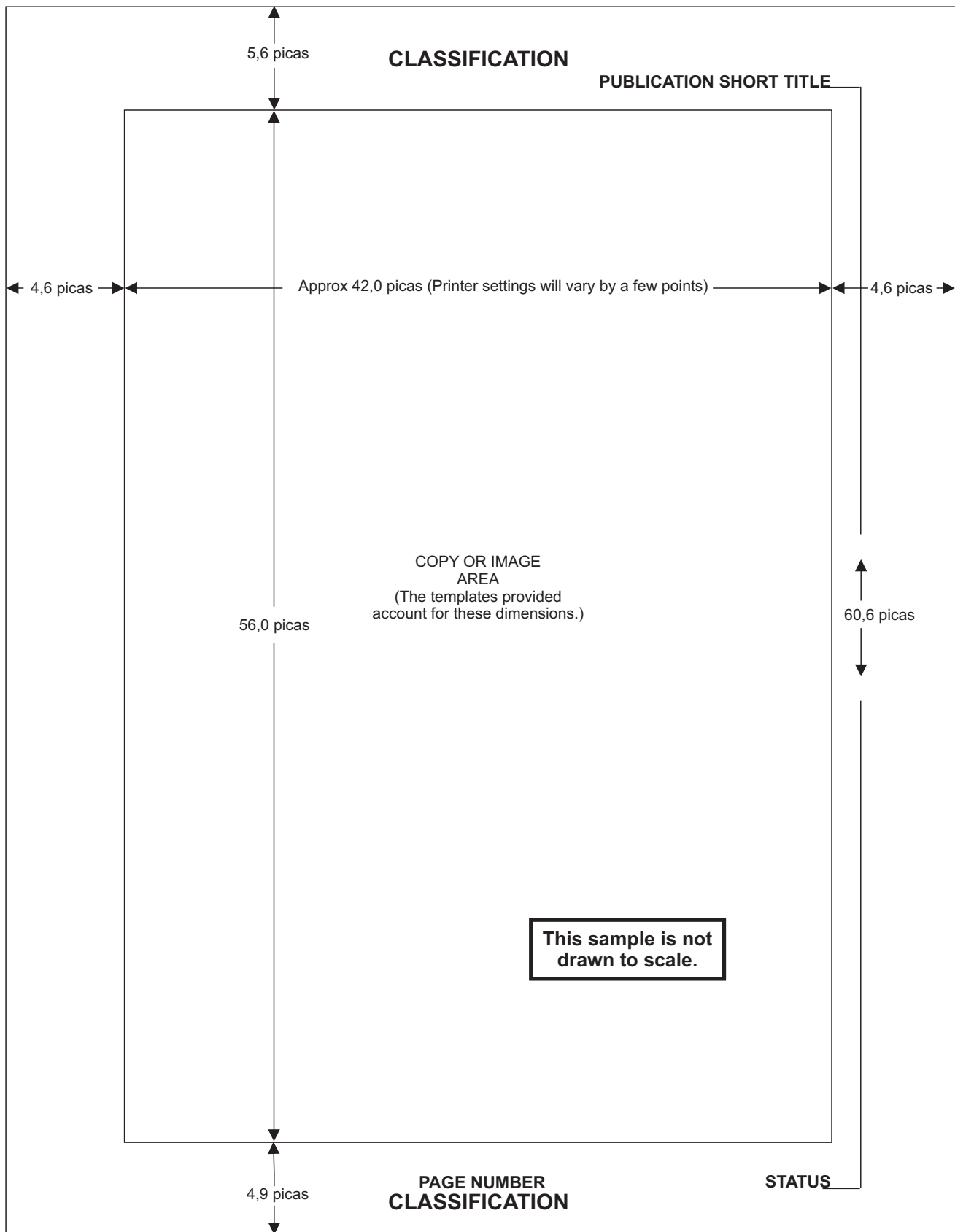
PAGE NUMBER

STATUS

4,9 picas

CLASSIFICATION

Figure A-1. Sample Page Size, Column Width, Margins

A.5.3 Column Width

Text shall be formatted in a single column, 42,0 picas wide.

Note

> Desktop publishing software uses a mathematical algorithm to determine the optimum combination of character sizing and spacing per line. This algorithm allows for a certain amount of play in column width. Therefore, the column width of the printed copy may vary by several points from the set parameter of 42,0 picas. Software and hardware configurations may also cause the printed column width to be greater or lesser than 42,0 picas.

A.5.4 Image Area for Copy

Image area for copy is 56,0 picas between top and bottom marginal copy. This area should be consistent from page to page. See Figure A-1.

A.5.5 Marginal Copy (Including Corner Markings)

Marginal copy consists of the publication number, page number, and page status (**ORIGINAL**, **CHANGE 1**, etc.). Where applicable, it will also include security classification markings and the status of the reverse or obverse side, if blank.

A.5.5.1 Publication Number (Short Title)

Place the publication number and volume number (if applicable) at the top of each page, 2,6 picas above the top line of text, and aligned flush right with the right margin of text for right-hand pages and flush left with the left margin for left-hand pages.

Do not use publication numbers as page corner markings (except in NWP 3-22.5 series) that are multiservice publications (two or more services, including Army, Air Force, Navy, Marine Corps, and Coast Guard).

A.5.5.2 Page Numbering

Number front matter pages with 11-point Times New Roman italic and within chapters by arabic numerals using 11-point Arial bold. Page assignments have two-part numbers (e.g., page 2-6 is the sixth page in Chapter 2). For page numbering, consider appendixes as chapters; the letter designation replaces the chapter number (e.g., page A-5 is the fifth page in Appendix A).

Set the page number in the center of the footer with a middle vertical alignment. The page number baseline shall be the same as the page status.

A.5.5.3 Page Status

Place the status of the page (**ORIGINAL**, **CHANGE 1**, **CHANGE 2**, etc.) in the lower corner of each page. Put it on the same baseline as the page number, aligned flush right with the right margin of text for right-hand pages and flush left with the left margin for left-hand pages. Page status shall be all capital letters in 11-point Arial bold as shown.

A.5.5.4 Thumb Tabs

Thumb (edge indexing) tabs are placed on the outer edge of the first five right-hand pages of each part. The sets of tabs are staggered down the page. Use edge indexing tabs for parts, appendixes, foldout pages, and the alphabetical index. Edge indexing is superimposed over emergency page markings.

A.5.5.5 Emergency Borders

Pages that contain emergency information shall have bleed-edge borders of black diagonal strips at the top, bottom, and unbound edges.

A.5.5.6 Blank Pages

Blank pages are normally left-hand pages, identified by **(Reverse Blank)** after the page number on the preceding page (e.g., **1 (Reverse Blank)**). If it is necessary to leave a right-hand page blank, mark the following left-hand page **(Obverse Blank)** (e.g., **16 (Obverse Blank)**). Pages marked "intentionally blank" are not permitted.

A.5.6 Chapters and Appendixes

A publication consists of text arranged in chapters. Number chapters consecutively using arabic numerals and provide descriptive titles.

Material other than a bibliography, glossary, or list of abbreviations/acronyms that supplements one or more chapters is to be placed in appendixes, located after the last chapter. Identify appendixes using consecutive capital letters and provide descriptive titles. (If it is necessary to subdivide an appendix, annexes are used.)

For multivolume publications of the NWP 3-22.5 series, begin each volume with Chapter 1.

Avoid the use of acronyms in the descriptive titles of chapters and appendixes. Make every effort to create unclassified descriptive titles for chapters and appendixes.

A.5.6.1 Format

Begin chapters and appendixes on right-hand pages. Center the chapter/appendix number/letter and descriptive title at the top of the first page of text. Set the chapter/appendix number/letter in 18-point Arial bold in all capitals and the chapter/appendix descriptive title in 24-point Arial bold in initial capitals. The space between the bottom of the top corner marking and the top of the chapter/appendix number/letter is 4,10 picas.

A.5.7 Text

Justify all text and fill each page with text. Set text in 11-point Times New Roman with 12-point interline spacing. Times New Roman italic may be used within text for emphasis of a word or phrase. Separate elements of text (i.e., paragraphs, steps, etc.) by a 1-pica space. See paragraphs A.6.4 and A.6.5 for LOP and LOA exceptions.

Bring runover lines of text back to the left margin. (Exceptions to this are chapter titles (centered); sideheads; items in a listing or sublisting; warnings, cautions, and notes; glossaries; lists of abbreviations/acronyms, and indexes.)

If it is necessary to use terms and definitions in text, set them in the same format as in the glossary.

Use abbreviations and acronyms in text to avoid repeating words or phrases. Provide in the list of abbreviations/acronyms explanations of all shortened and condensed terms found throughout the publication.

When an acronym is used in text, do not also spell it out. It is preferable to spell out the acronym at its first mention, then use the acronym in subsequent occurrences. In some instances, even if an acronym has been mentioned, the spelled-out form may be the best choice for clarity and stylistic consistency (e.g., in a series of phrases in which the other members are spelled out).

Slight variations to the requirement to fill the page with text are permitted to avoid a standalone heading or the first line of a paragraph falling at the bottom of a page or the last line of a paragraph beginning a new page. Paragraphs and listings that are two or three lines in length cannot be divided between pages.

Unless continuity is unmistakably clear, a small block of text shall not be set between or beneath illustrations to fill the page, since the reader can easily overlook it. Set at least 10 lines of text over or beneath an illustration.

Limit use of italics in text to occasions described below:

1. For words that require special emphasis

2. For a block of text that is regulatory in nature

3. For mathematical letter symbols in text.

Do not use underscoring in text.

Do not use all capitals in text unless specifically required (e.g., in examples of message text formats).

A.5.8 Paragraph Headings (Sideheads)

Divide text into paragraphs using primary and secondary sideheads.

Use primary sideheads to divide text within chapters and appendixes into main portions. There shall be at least one primary sidehead in each chapter. Use secondary sideheads for additional breakdown of material.

A decimal system is used to distinguish paragraphs down through the quaternary level. Number all paragraphs with sideheads according to the level of heading, using the paragraph numbering system. Do not use sideheads beyond the quarternary level (i.e., 1.2.3.4.5). (If it is necessary to subdivide text beyond that level, use alphabetized paragraphs with descriptive titles.)

Avoid the use of acronyms in paragraph headings (e.g., paragraph 17.1 SAR). Acronyms may be used in a heading at a lower level if they are spelled out at a higher level.

In order to keep the Table of Contents unclassified, make every effort to create unclassified paragraph headings (sideheads). The classification of the paragraph heading *shall not* reflect the classification of the text following the heading. Place the classification marking symbol following the paragraph number, but preceding the heading. Use an en space (6 points) between the paragraph number and the classification and a thin space (3 points) between the classification and the heading (see Figure A-21).

A.5.8.1 Format

Sideheads shall stand alone (not run in with text), set flush left in 11-point Arial bold with 12-point interline spacing, and separated by a 1-pica space from preceding and succeeding material. Primary sideheads shall be set in all capital letters; secondary and subordinate sideheads shall be set in initial capitals.

Runover lines within sideheads shall be aligned with the first word in the first line (except classified sideheads shall be aligned with the marking symbol in the first line).

Treat an alphabetized paragraph with a descriptive title the same as a secondary sidehead with regard to type size and style e.g., **a. Alphabetized Paragraph**.

A.5.8.2 Numbering

Identify primary sideheads by the chapter/appendix number/letter followed by a decimal and a number (e.g., **3.10** is the tenth primary sidehead in Chapter 3 and **A.3** is the third primary sidehead in Appendix A). Identify secondary, tertiary, and quaternary headings by appropriate sequential numbers and decimals (e.g., **9.5.2** is the second secondary sidehead under the fifth primary sidehead in Chapter 9).

Alphabetize paragraphs with descriptive titles beyond the quaternary level (e.g., 1.2.3.4.5) as a., b., c., etc.

Figure A-21 and paragraph A.5.9.1 illustrate the method of numbering paragraphs.

A.5.9 Listings and Procedures

Listings and procedures may occur under any level of paragraph heading. Items of a listing are numbered successively with arabic numerals; items of a sublisting use letters in alphabetical order.

List procedural steps numerically as for a listing; they may be divided into substeps listed alphanumerically (in case of complicated procedures). Put procedural steps in text form; however, emergency procedures and/or commonly used procedures may be put in challenge-response form.

Avoid use of descriptive titles in listings and procedures.

Bullets shall not be used in listings, sublistings, steps, and substeps.

A.5.9.1 Format

Indent the arabic numeral 1,6 picas and align runover text with the first word of the first line. Indent subsequent sublisting/substeps under the first word of the previous indent, and align text runover lines under its own first word of text; however, align classified text runover lines under the classified mark. Use a 1-pica space between listings/steps, sublistings/substeps, and to separate the first and last lists/steps from text. See sample outline below:

1. xx xxx xxx xxx xxxx xx xx xxxxx xxxxxxxxxxxx xxxxxxxx xxxxxxxxxxxxx xxxxxxxxx xxxxxxxxxxx xxxxxxxx.

2. xxxxxxxx xxxxxxxxxxxxxxxxxxxx xx xxxxxxx xxxxxxx xxxxxxxx xxx xxx xxxxxxxxxx xxxxx xxxx x xxxxxxxxxxxxxxxxxx.

   a. (S) xxxxxxx xxxxxxxx xxxxxxxxxxxxx xxxxxxxxxxxxxxxx x xxx xxxxxxxxxx xxx xx xxxxxxx xxxxxx.

      (1) xxxxxxxxx xxxxxx xx xxxxxxxxx xxxxxxxx xxxxxxxxxxxxxx xxxxxxxxxxxxxxxx xx   xxxx xxxxxxx.

         (a) (C) xxxxxxxxxxxxx xxxxxxxxx xxxxxxxxxxxxx x xxx xxx xx xxxxxxxxx xx xx xxxx xxxxxxxxxxxxxxxxxxxxxxxx xxxxx.

            1) xxxxxxxxxx xxxxxxx xxxxxxxx xxxxxxxxxx xxxxxxxxxxxxxx xxxxxxx xxx xx xxxxxxxxxxxxx.

               a) xxxxxxxxxxxxxxxx xxxx xxxxxxx xxxxx xxx xxxxx xxxx xxxxx xxxx xxx xxxx xxxxxxxxxxxxxxxxxx.

1. Always put a period at the end of a listing if it is a complete sentence or expresses a complete thought (i.e., a group of words that contains a subject (whether expressed or merely understood) and a predicate).

2. If a series of listings includes both complete and incomplete sentences, put periods after all listings.

3. In listings with incomplete sentences, only put a period at the end of the last listing.

A.5.9.2 Numbering

Number items in a listing sequentially beginning with arabic numeral 1. For sublistings, identify items in the following order: a., (1), (a), 1), a).

Identify steps and substeps of a procedure consecutively as for a listing.

A.5.10 Warnings, Cautions, and Notes

Warnings, cautions, and notes must follow the text to which they apply. Make warning, caution, and note text lines 32 picas wide, centered in the column, and headed by either the triangular warning or caution symbol, or **Note** as shown in the preface of this publication and in Figure A-12. For single caution, warning, or note text lines, indent the line 5,0 picas from the left.

The caution and warning symbols are 4,6 picas wide and 4,6 picas high. They are set so that the peak of the triangle is 1,0 pica below the baseline of the preceding line and the base of the graphic is 1,6 picas above the baseline of the caution or warning text.

Warnings, cautions, and notes shall not contain procedural steps; however, they may contain numbered items.

When a warning, caution, or note contains more than one paragraph, do not repeat the heading above each paragraph; instead, place bullets adjacent to the first line and to the left of each paragraph. For bulleted warnings, cautions, and notes that break from page to page, repeat the warning, caution, or note symbol at the top of the new page. If only one bulleted paragraph remains on the next page, remove the bullet.

If a warning, caution, and note occur at the same place in the text, they are arranged in the following order of precedence: warning first, caution second, note last.

Warnings, which deal with subjects concerned with human safety, and cautions, which deal with hazards to equipment, shall not be split between pages. Notes deal with operational procedures or other subjects that enhance understanding of the text and may be split between successive pages if necessary. If a warning, caution, or note must be set at the top of the next page, carry at least two lines of preceding text over with it for continuity.

A.5.11 Illustrations (Figures, Tables, Charts, and Graphics)

See also paragraph A.10. Illustrations are given numbers and descriptive titles. All figures, graphics, tables, charts, and illustrations will be referenced in the text. Place the figure number, classification, and descriptive title beneath the illustration. For landscaped (turn page) illustrations, the captioned information will run vertically and parallel to the right-hand margin. For classified figures, align the second and subsequent lines of the descriptive title under the classification symbol of the descriptive title.

Use more than one line if necessary. Align the second and subsequent lines of the descriptive title under the first word of the figure title. If a figure is more than one page, put "(Sheet   of   )" after the title.

When text is set below a figure, allow at least 2 picas of open space below the last line of the figure number and descriptive title and above the first line of text. Allow a similar measure of space for text above an illustration. However, certain circumstances may require the editor or desktop publisher to reduce this buffer to accommodate the flow of text.

For classified publications, center the figure classification marking, set in all capitals and 10-point Arial bold, 0,6 picas below the illustration and 1 pica above the figure title (see Figure A-22).

In order to keep the List of Illustrations unclassified, make every effort to create unclassified descriptive titles for illustrations.

Avoid the use of acronyms in the descriptive titles of illustrations.

Number illustrations within chapters consecutively by arabic numerals. Give all assignments two-part numbers (e.g., Figure 3-4 is the fourth figure in Chapter 3). For figure numbering, consider appendixes as chapters; the appendix letter replaces the chapter number (e.g., Figure A-5 is the fifth figure in Appendix A).

A.6 FRONT MATTER OF A PUBLICATION

Pages of the front matter are numbered consecutively by single arabic numerals set in 11-point Times New Roman italic.

Note

> Chapter titles for Interim Change Summary, Summary of Applicable Technical Directives, Record of Changes, Table of Contents, List of Illustrations, Bibliography, Glossary, List of Abbreviations and Acronyms, and Preface shall be centered on the first page of each chapter in 20-point Arial bold. The space between the bottom of the top corner marking and the top of the chapter title is 4,10 picas.

The front matter shall consist of the following pages and sections:

A.6.1 NWPs/NTTPs/NTRPs/FXPs

1. Title Page

2. Letter of Promulgation (for NWPs only)

3. PRA Letter of Approval (for NTTPs/NTRPs/FXPs only)

4. Publication Notice

5. Interim Change Summary with Reverse Blank (for NWP 3-22.5 series)

6. Summary of Applicable Technical Directives with Reverse Blank (for NWP 3-22.5 series)

7. Record of Changes (two sheets, printed back-to-back)

8. Table of Contents

9. List of Illustrations

10. Bibliography (if required)

11. Glossary

12. List of Abbreviations and Acronyms

13. Preface

14. Part Pages (for NWP 3-22.5 series).

A.6.2 Title Page for NWPs/NTTPs/NTRPs/FXPs (Except NWP 3-22.5 Series)

The title page shall follow the guidelines of Figure A-2. Title pages of NWPs/NTTPs/NTRPs that are multiservice publications shall follow the guidelines of Figure A-3. The publication number and title are specified by the NWDC. The title page shall:

1. Contain the publication number and title.

2. Contain, if a classified publication, downgrading/declassification information (see paragraph A.13.2) and, where applicable, warning notices (see paragraph A.13.1).

3. Allow space for the stock number and bar coding in the lower left-hand corner.

4. Identify the primary review authority assigned by the NWDC.

5. Be the first right-hand page. It is numbered *1 (Reverse Blank)* in 11-point Times New Roman italic. The reverse side of the page is blank.

6. Carry the applicable limited distribution statement (required to implement SECNAVINST 5510.31).

    a. For unclassified NWPs/NTTPs/NTRPs/FXPs, this statement must be placed on the title page:

    THIS PUBLICATION IS REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS AUTHORIZED TO U.S. GOVERNMENT AGENCIES ONLY. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.31 SERIES.

    b. For classified NWPs/NTTPs/NTRPs/FXPs, to protect the unclassified information therein, this statement must be placed on the title page:

    THE UNCLASSIFIED PORTIONS OF THIS PUBLICATION ARE REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS AUTHORIZED TO U.S. GOVERNMENT AGENCIES ONLY. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.31 SERIES.

    c. For additional declassification information, see paragraph A.13.2.

A.6.3 Title Page for NWP 3-22.5 Series

The title page shall follow the guidelines of Figure A-4. It shall:

1. Contain the publication number and title.

2. Carry the NAVAIR publication number.

3. Show the supersedure notice for superseded publication(s).

4. Allow space for the stock number and bar coding.

5. Contain, if a classified publication, the classification authority and downgrading/declassification information (see paragraph A.13.2) and, where applicable, warning notices (see paragraph A.13.1).

6. Contain, if the title page of a multivolume publication or supplement, the following statement:

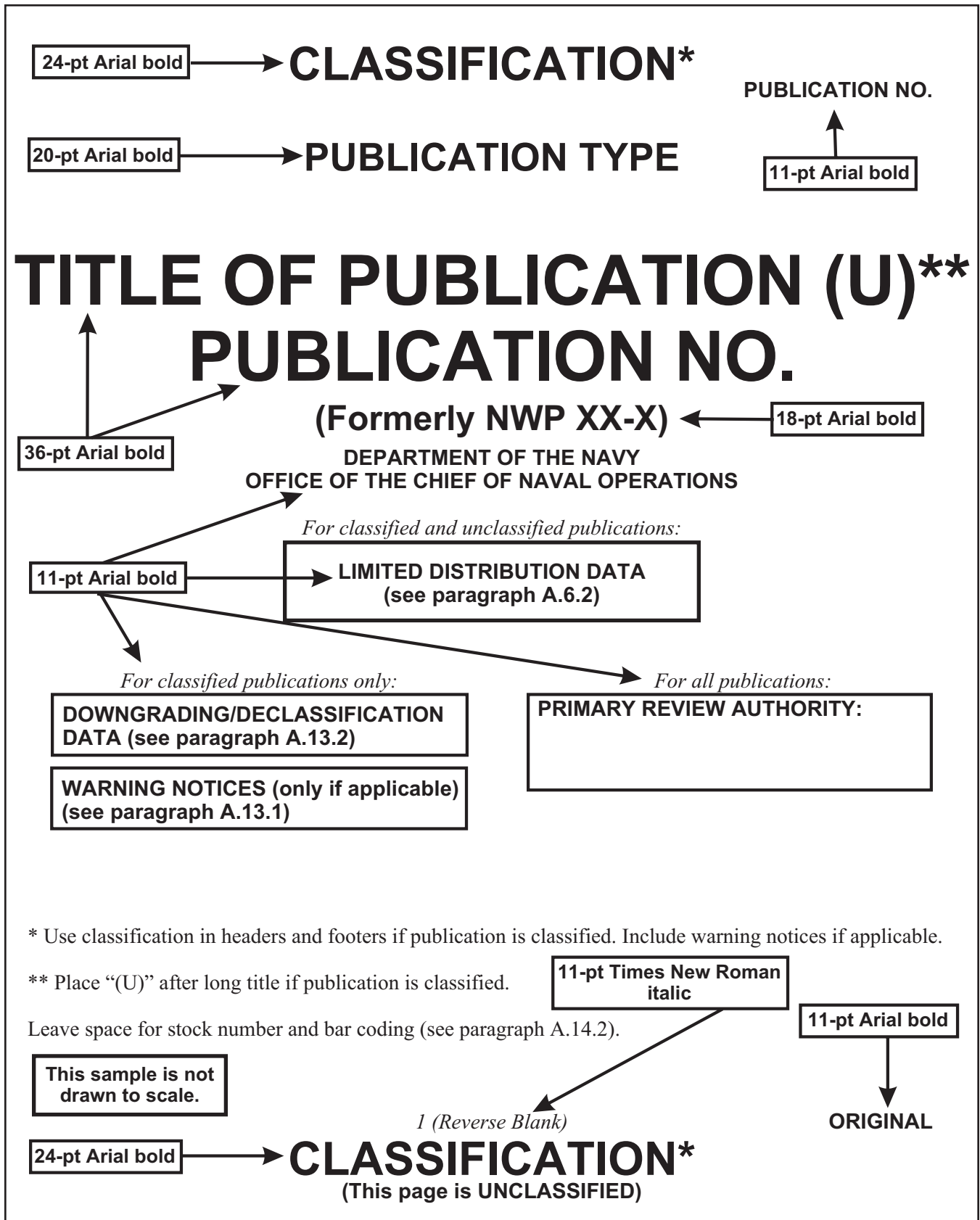   THIS PUBLICATION IS INCOMPLETE WITHOUT NAVAIR 01-XXXX-XXX.

24-pt Arial bold → **CLASSIFICATION***

PUBLICATION NO.

20-pt Arial bold → **PUBLICATION TYPE**

11-pt Arial bold

TITLE OF PUBLICATION (U)** PUBLICATION NO.

(Formerly NWP XX-X) ← 18-pt Arial bold

36-pt Arial bold

**DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS**

For classified and unclassified publications:

11-pt Arial bold

**LIMITED DISTRIBUTION DATA
(see paragraph A.6.2)**

For classified publications only:

For all publications:

DOWNGRADING/DECLASSIFICATION DATA (see paragraph A.13.2)

PRIMARY REVIEW AUTHORITY:

WARNING NOTICES (only if applicable) (see paragraph A.13.1)

* Use classification in headers and footers if publication is classified. Include warning notices if applicable.

** Place "(U)" after long title if publication is classified.

11-pt Times New Roman italic

Leave space for stock number and bar coding (see paragraph A.14.2).

11-pt Arial bold

This sample is not drawn to scale.

1 (Reverse Blank)

ORIGINAL

24-pt Arial bold → **CLASSIFICATION***
(This page is UNCLASSIFIED)

Figure A-2. Sample Title Page for NWPs/NTTPs/NTRPs/FXPs

U.S. NAVY

U.S. MARINE CORPS

18-pt Arial bold

NTTP NO.

FMFM NO.

TITLE OF PUBLICATION

36-pt Arial bold

11-pt Arial bold

**LIMITED DISTRIBUTION DATA
(see paragraph A.6.2)**

**This sample is not
drawn to scale.**

14-pt Arial bold

**DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS AND
HEADQUARTERS, U.S. MARINE CORPS**

Leave space for stock number and bar coding (paragraph A.14.2).

11-pt Arial bold

11-pt Times New Roman
italic

1 (Reverse Blank)

ORIGINAL

Figure A-3. Sample Title Page for Multiservice NWPs/NTTPs/NTRPs

14-pt Arial bold → **CLASSIFICATION**
(if applicable)

11-pt Arial bold

NWP 3-22.5-XXXXX
(if applicable)

SH-2 TACTICAL MANUAL (U)
NWP 3-22.5-XXXXX
VOLUME I (REV. X)

36-pt Arial bold

A1-XXXXX-XXX-XXX

(FORMERLY NWP 55-X-XXX)

24-pt Arial bold

THIS PUBLICATION SUPERSEDES NWP 3-22.5-XXXXX
(A1-XXXXX-XXX-XXX) DATED JAN 200X
THIS PUBLICATION IS INCOMPLETE WITHOUT
NWP 3-22.5-XXXXX (A1-XXXXX-XXX-XXX)

For classified publications:

THE UNCLASSIFIED PORTIONS OF THIS PUBLICATION ARE REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS LIMITED TO U.S. GOVERNMENT AGENCIES. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.31, INFORMATION TO CHIEF OF NAVAL OPERA-TIONS (N780), WASHINGTON, D.C. 20350-2000.

11-pt Arial bold

For unclassified publications:

THIS PUBLICATION IS REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS AUTHORIZED TO U.S. GOVERNMENT AGENCIES ONLY. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.31, INFORMATION TO CHIEF OF NAVAL OPERATIONS (N780), WASHINGTON, D.C. 20350-2000.

DERIVED FROM:
DECLASSIFY ON:

WARNING NOTICES (only if applicable)
(see paragraph A.13.1)

This sample is not drawn to scale.

14-pt Arial bold

DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS

1 (Reverse Blank)

ORIGINAL
DATE OF ISSUE

14-pt Arial bold → **CLASSIFICATION**
(This page is UNCLASSIFIED)

Figure A-4. Sample Title Page for NWP 3-22.5 Series

7. Be the first right-hand page. It is numbered *1 (Reverse Blank)* in 11-point Times New Roman italic. The reverse side of the page is blank.

8. Carry the applicable limited distribution statement (required to implement SECNAVINST 5510.31 series).

   a. For unclassified NWP 3-22.5 series, this statement must appear on the title page:

   THIS PUBLICATION IS REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS AUTHORIZED TO U.S. GOVERNMENT AGENCIES ONLY. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.31, INFORMATION TO CHIEF OF NAVAL OPERATIONS (N780), WASHINGTON, DC 20350-2000.

   b. For classified NWP 3-22.5 series, to protect the unclassified information therein, this statement must be placed on the title page:

   THE UNCLASSIFIED PORTIONS OF THIS PUBLICATION ARE REQUIRED FOR OFFICIAL USE OR FOR ADMINISTRATIVE OR OPERATIONAL PURPOSES ONLY. DISTRIBUTION IS LIMITED TO U.S. GOVERNMENT AGENCIES. OTHER REQUESTS FOR THE DOCUMENT MUST BE HANDLED IN ACCORDANCE WITH SECNAVINST 5510.31, INFORMATION TO CHIEF OF NAVAL OPERATIONS (N780), WASHINGTON, D.C. 20350-2000.

   c. For additional declassification information, see paragraph A.13.2.

A.6.4 Letter of Promulgation for NWPs

The promulgating letter is provided by Technical Publications after the final copy or final draft has been submitted to the NWDC. The LOP shall follow the guidelines of Figure A-5. Text is set in 12-point Times New Roman with a 13 point interline spacing. Separate elements of text such as paragraphs by a 13-point space

The LOP is the second right-hand page. It is numbered *3 (Reverse Blank)* in 11-point Times New Roman italic. The reverse side of the page is blank.

For a multiservice publication, the LOP page shall carry as marginal copy the short titles assigned by the Services involved.

When a publication supersedes an existing publication, including a portion of another publication, the LOP shall include a supersedure notice giving the full title (short and long titles) of the publication that is superseded. Supersedure should also be mentioned in the publication notice. The supersedure notice shall also include the full titles of TACMEMOs that the revision supersedes and cancels.

For NWP 3-22.5 series, the LOP shall also show the NAVAIR publication number.

A.6.5 Letter of Approval for NTTPs/NTRPs/FXPs

A Letter of Approval is an unclassified letter submitted by the PRA for all NTTPs/NTRPs/FXPs. The letter accompanies the submitted publication and electronic file(s). Figure A-6 is a typical Letter of Approval. Paragraphs 1, 2, and 4 are mandatory. Commander, NWDC will add the review section (the review and NWDC signature require at least two inches above the bottom margin).

Paragraph 1 states the publication and security requirements.

Paragraph 2 confirms the publication is effective upon receipt. When a NTTP/NTRP/FXP supersedes an existing publication, including a portion of another publication, paragraph 2 shall include a supersedure notice giving the full

UNCLASSIFIED*

PUBLICATION NO.

DEPARTMENT OF THE NAVY
NAVY WARFARE DEVELOPMENT COMMAND
686 CUSHING ROAD
NEWPORT RI 02841-1207

Month and Year

LETTER OF PROMULGATION

1. NWP X-YY.ZZ, PUBLICATION NAME** is CLASSIFICATION. Safeguard in accordance with the Department of the Navy Information Security Program Regulation (SECNAVINST 5510.36).

2. NWP X-YY.ZZ is effective upon receipt and supersedes/cancels XXXXXXX. Destroy superseded/cancelled material in accordance with SECNAVINST 5510.36.

3. SECNAVINST 5510.31 provides procedures for disclosing this publication or portions thereof to foreign governments or international organizations.

R. G. SPRIGG

> **This sample is not drawn to scale.**

* Use UNCLASSIFIED in headers and footers if publication is classified.

** Place "(U)" after long title if publication is classified.

3 (Reverse Blank)

ORIGINAL

UNCLASSIFIED*

Figure A-5. NWP Letter of Promulgation

Command Letterhead

Month and Year

LETTER OF APPROVAL

1. NTTP/NTRP/FXP X-YY.ZZ, PUBLICATION NAME is CLASSIFICATION. Safeguard in accordance with the Department of the Navy Information Security Program Regulation (SECNAVINST 5510.36).

2. NTTP/NTRP/FXP X-YY.ZZ is effective upon receipt and supersedes/cancels XXXXXXX. Destroy superseded/cancelled material in accordance with SECNAV-INST 5510.36.

3. NTTP/NTRP/FXP X-YY.ZZ provides….(PRA additional discussion of publication and relation to other publications, etc.,…).

4. SECNAVINST 5510.31 provides procedures for disclosing this publication or portions thereof to foreign governments or international organizations.

Approved

> **This sample is not drawn to scale.**

P. R. AUTHORITY

_____

1. NTTP/NTRP/FXP X-YY.ZZ was reviewed for format and approved Joint and Navy Service Terminology. The contents of NTTP/NTRP/FXP X-YY.ZZ support Navy Strategic and Operational Level doctrine.

> **This section inserted by NWDC.**

R. G. SPRIGG
Commander
Navy Warfare Development Command

Figure A-6. Letter of Approval for NTTP/NTRP/FXP

title (short and long titles) of the publication that is superseded. The supersedure notice shall also include the full titles of TACMEMOs that the revision supersedes and cancels.

Paragraph 3 may be written to suit the publication, the audience, and the situation, depending on requirements, and may be any number of paragraphs needed to adequately cover the scope of a new publication or revision.

Paragraph 4 provides the instruction for foreign government or international organization disclosure.

A separate Letter of Approval is not required for approved changes. The publication notice will suffice for addressing the scope of the approved change.

A.6.6 Publication Notice

The publication notice is extracted or copied by Publication Control Officers of individual commands to inform personnel at their commands about the change or new publication received. It includes either a brief summary of changes to important items or a statement of the overall contents if the publication is new. It is prepared in a form suitable for routing.

Figure A-7 is a typical publication notice. Paragraph 1 is mandatory. Paragraph 2 may be written to suit the publication, the audience, and the situation, depending on requirements, and may be any number of paragraphs needed to adequately cover the scope of a new publication, revision, or change.

Prepare the publication notice so that it contains unclassified material.

A new, dated publication notice, not longer than two pages in length, shall be issued with each change and revision.

The publication notice is the third right-hand page. It is numbered *5 (Reverse Blank)* in 11-point Times New Roman italic. The reverse side of the page is blank.

For a multiservice publication, the publication notice shall show as marginal copy the short titles assigned by the Services involved.

A.6.7 Record of Changes and Interim Change Summary

Figures A-8 and A-9 provide examples of record of changes and interim change summary pages.

A.6.8 Table of Contents

The Table of Contents (TOC) (see Figure A-10) shall identify each part, chapter and appendix, and primary (i.e., 1.1), and secondary (i.e., 1.1.1) sidehead within the publication. Show a page number for each sidehead. The TOC begins on a right-hand page.

The table of contents shall be updated as necessary with each revision or change.

Center the publication title and contents on the first page of the table of contents. Set the title of the publication on the first line in upper/lower case and the word contents on the second line in all capitals in 20-point Arial bold. The space between the bottom of the top corner marking and the baseline of the publication title is 4,0 picas.

Set part titles (centered on line) and chapter titles in all capitals using 11-point Arial bold; set sideheads in 11-point Times New Roman (primary sidehead in all capitals, secondary sidehead in initial capitals). Use 12-point interline spacing. Use a 1-pica space to separate preceding and succeeding material from part and chapter titles, successive primary sideheads, and between a secondary sidehead and the next primary sidehead.

UNCLASSIFIED*

PUBLICATION NO.

Month and Year of Issue

PUBLICATION NOTICE

ROUTING

1. NWP/NTTP/NTRP XX-X, NAVY WARFARE LIBRARY PUBLI-CATION TITLE (U)**, is available in the Navy Warfare Library. It is effective upon receipt.

—————————
—————————
—————————

2. Summary. Major changes to this publication include:

—————————
—————————

   a. Information on the responsibility for review and approval of tactics and doctrine within OPNAV is incorporated in Chapter 1. This information was previously contained in OPNAVINST XXXX.X.

—————————
—————————
—————————

   b. Procedures for review, updating, distribution, and handling of Lessons Learned, Tactical Memoranda, Tactical Notices, and OP-TEVFOR Tactics Guides are now incorporated in Chapter 1. This information was previously contained in OPNAVINST XXXX.X.

—————————
—————————

—————————————————
Navy Warfare Library Custodian

For classified publications:

> Navy Warfare Library publications must be made readily available to all users and other interested personnel within the U.S. Navy. Classified Navy Warfare Library publications are to be treated in the same manner as other classified information.

For unclassified publications:

> Navy Warfare Library publications must be made readily available to all users and other interested personnel within the U.S. Navy.

This sample is not drawn to scale.

* Use UNCLASSIFIED in headers and footers if publication is classified.

** Place "(U)" after long title if publication is classified.

Note to Navy Warfare Library Custodian

This notice should be duplicated for routing to cognizant personnel to keep them informed of changes to this publication.

5 (Reverse Blank)

ORIGINAL

Figure A-7. Typical Publication Notice for all NWPs/NTTPs/NTRPs

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PUBLICATION NO.

RECORD OF CHANGES

Change No. and Date of Change	Date of Entry	Page Count Verified by (Signature)

* Use UNCLASSIFIED in headers and footers if publication is classified.

This sample is not drawn to scale.

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Figure A-8. Sample Record of Changes

UNCLASSIFIED*

PUBLICATION NO.

INTERIM CHANGE SUMMARY

The following Interim Changes have been canceled or previously incorporated in this manual:

INTERIM CHANGE NUMBER(s)	REMARKS/PURPOSE
1 to 46	Previously incorporated.

The following Interim Changes have been incorporated in this Change/Revision:

INTERIM CHANGE NUMBER(s)	REMARKS/PURPOSE
47	Authorizes additional Shrike and Walleye loading.
48	Revises external store limitations.
49	Modifies store limitations.

Interim Changes outstanding — To be maintained by the custodian of this manual:

INTERIM CHANGE NUMBER(s)	ORIGINATOR/DATE (or DATE/TIME GROUP)	PAGES AFFECTED	REMARKS/PURPOSE

* Use UNCLASSIFIED in headers and footers if publication is classified.

This sample is not drawn to scale.	*7 (Reverse Blank)*	**ORIGINAL**

UNCLASSIFIED*

Figure A-9. Sample Interim Change Summary

UNCLASSIFIED*

Title of Publication

CONTENTS

*Page
No.*

PART I — OVERALL

CHAPTER 1 — GENERAL

PART II — RESPONSIBILITIES

CHAPTER 2 — PUBLICATION LIFECYCLE RESPONSIBILITIES

* Use UNCLASSIFIED in headers and footers if publication is classified.

This sample is not drawn to scale.

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ORIGINAL

Figure A-10. Sample Table of Contents

In multivolume publications of the NWP 3-22.5 series, the TOC of each volume shall contain the parts and chapters within that volume; for continuity, it shall contain only the parts of the other volumes with a reference to the volume in parentheses below the part title. Include the heading INDEX and the page number Index-1 as the last entry in the TOC.

A.6.9 List of Illustrations

The List of Illustrations (LOI) (see Figure A-11) shall identify each numbered figure within the publication. Figures are listed under the chapter title in which they appear. (It is not necessary to include titles of chapters that do not have figures.) Show a page number for each figure. The LOI follows the last page of the TOC and may begin on either a right- or left-hand page.

The list of illustrations shall be updated as necessary with each revision or change.

Use the same type sizes, styles, capitalization, and spacing as in the TOC. Set figure titles in 11-point Times New Roman in initial capitals.

Include the titles of foldouts (if any) and their page numbers under the title FOLDOUTS as the last entries of the LOI.

A.6.10 Bibliography

A bibliography shall be included if a publication relies heavily on extracts of data from other sources. The bibliography shall identify which portions of the publications are extracted, the source of the extracted data, and the effective date and/or edition of the source material. The bibliography begins on a right-hand page.

A.6.11 Glossary

Include in a glossary only those highly technical or unique terms pertinent to understanding the specific publication. NWDC (for NWPs/NTTPs/NTRPs/FXPs) or Operational Test and Evaluation Force (for NWP 3-22.5 series) must approve the glossary and the specific terms and definitions contained therein.

The glossary shall be updated as necessary with each revision or change.

Set the word(s) to be defined in lower case (unless initial capitals are shown in JP 1-02) flush left to the margin in 11-point Arial bold. Set the definitions in 11-point Times New Roman with 12-point interline spacing. Indent runover lines 1 pica. The glossary begins on a right-hand page.

The alphabet grouping letter is aligned and centered, set in 11-point Arial bold. There is a 2-pica space between the baseline of the text and the baseline of the alphabet grouping letter and between entries.

A.6.12 List of Abbreviations/Acronyms

The list of abbreviations/acronyms (LOAA) provides all shortened and condensed terms with explanations that are found throughout the publication.

The list of abbreviations/acronyms shall be updated as necessary with each revision or change.

The format of the LOAA is intended to emulate JP 1-02, which also provides guidance for the use of lower case or initial capitals for the definitions. The LOAA begins on a right-hand page; but if the glossary ends on a right-hand page, the list may begin on a left-hand page.

The acronym or abbreviation is set flush left in 11-point Arial bold. The definition is set in 11-point Times New Roman and indented 11,6 picas from the left margin with runover lines indented 12,0 picas. There is no period following the acronym, abbreviation, or definition.

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PUBLICATION NO.

LIST OF ILLUSTRATIONS

Page No.

* Use UNCLASSIFIED in headers and footers if publication is classified.

| This sample is not drawn to scale. |

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ORIGINAL

Figure A-11. Sample List of Illustrations

The alphabet grouping letter is aligned and centered, set in 11-point Arial bold. There is a 2- pica space between the baseline of the text and the baseline of the alphabet grouping letter and a 1,4-pica space between entries.

A.6.13 Preface

Include in the preface (see Figures A-12 and A-13):

1. Brief statements of the publication's purpose, intended audience, and relationship to other publications, if applicable

2. Scope of publication

3. Arrangement of publication, if appropriate

4. Ordering information

5. Instructions for submitting recommended changes to the publication

6. Change recommendation forms, as appropriate

Note

Do not assign figure numbers and titles to the change recommendation forms.

7. Identification of new or changed material

8. Definition of warning, caution, and note, if appropriate

9. Definition of word usage (shall, will, etc.), if appropriate.

The preface begins on a right-hand page.

A.6.14 Part Pages

Use part pages to divide a publication into groups of chapters (called parts). Give part pages consecutive Roman numerals (Part I, Part II, etc.) and descriptive titles. Show the part number and descriptive title centered on the page. Part pages may contain a list of the chapter numbers and descriptive titles within the part.

Number part pages with arabic numerals in 11-point Times New Roman italic, following the page sequence of the front matter. If the last page of the front matter is 30, the first part page (Part I) is numbered *31 (Reverse Blank)*, the second *33 (Reverse Blank)*, etc.

A.7 FINAL PORTIONS OF A PUBLICATION

Final portions of a publication are:

1. Alphabetical index

2. Foldout pages (if any)

3. List of effective pages

4. Back cover.

UNCLASSIFIED*

PUBLICATION NO.

PREFACE

NWP/NTTP/NTRP XX-X, NAVY WARFARE LIBRARY PUBLICATION TITLE (U)**, is designed as a guide to provide the available information that is essential for operating status. This publication should be used in conjunction with NWP XXX and NTTP XXX-XX.

Throughout this publication, references to other publications imply the effective edition.

Report any page shortage by letter to Commander, Navy Warfare Development Command.

ORDERING DATA

Order a new publication or change, as appropriate, through the Navy Supply System.

Changes to the distribution and allowance lists (to add or delete your command from the distribution list, or to modify the number of copies of a publication that you receive) must be made in accordance with NTTP 1-01.

RECOMMENDED CHANGES

Recommended changes to this publication may be submitted at any time using the accompanying format for routine changes.

Pacific fleet units and stations submit recommendations to:

COMMANDER THIRD FLEET***
FPO AP 96601-6001

Atlantic fleet units and stations submit recommendations to:

COMMANDER SECOND FLEET***
FPO AE 09506-6000

All other units and CONUS shore activities submit recommendations to:

COMMANDER THIRD FLEET***
FPO AP 96601-6001

In addition, forward two copies of all recommendations to:

COMMANDER
NAVY WARFARE DEVELOPMENT COMMAND
DOCTRINE DIRECTOR (N5)
686 CUSHING ROAD
NEWPORT RI 02841-1207

> **This sample is not drawn to scale.**

WEB-BASED CHANGE SUBMISSIONS

Recommended change submissions for this publication may be submitted to the Navy doctrine discussion group site. This discussion group may be accessed through the Navy Warfare Development Command (NWDC) SIPRNET website at http://www.nwdc.navy.smil.mil/.

   * Use UNCLASSIFIED in headers and footers if publication is classified.

   ** Place "(U)" after long title if publication is classified.

  *** These are examples of primary review authority (PRA) and coordinating review authority (CRA) assignments.

Figure A-12. Sample Preface for NWPs/NTTPs/NTRPs (Sheet 1 of 4)

UNCLASSIFIED

PUBLICATION NO.

(CLASSIFICATION)

RECOMMENDED
CHANGE TO: _____ DATE: _____

(PUBLICATION NUMBER / REVISION / CHANGE)

LOCATION: _____   _____   _____   _____

(PAGE)   (PARA)   (LINE)   (FIG. NO.)

TYPE OF CHANGE: ADD ____ DELETE ____ MODIFY ____   TEXT ____ FIGURE ____

EXACT CHANGE RECOMMENDED: USE ADDITIONAL SHEETS IF NEEDED. GIVE VERBATIM TEXT CHANGES. IF FIGURE IS TO BE ADDED, SUPPLY ROUGH SKETCH OR IDENTIFY SOURCE. IF FIGURE IS TO BE CHANGED, INCLUDE A MARKED UP COPY OF EXISTING FIGURE.

RATIONALE:

SUBMITTED BY: _____   _____

(ORIGINATING COMMAND)   (ORIGINATOR SEQUENCE NO.)

_____   _____

(POINT OF CONTACT)   (PHONE - IDENTIFY DSN OR COMM)

PRA ACTION: ACCEPTED _____   MODIFIED _____   REJECTED _____

REMARKS: (USE ADDITIONAL SHEETS IF NEEDED)

_____   _____

(PRA POINT OF CONTACT)   (PHONE - IDENTIFY DSN OR COMM)

CONFERENCE DATE: _____ CONFERENCE AGENDA ITEM NO.: _____

PAGE _____ OF _____

(CLASSIFICATION)

ORIGINAL   *24*   This sample is not
                    UNCLASSIFIED   drawn to scale.

Figure A-12. Sample Preface for NWPs/NTTPs/NTRPs (Sheet 2 of 4)

UNCLASSIFIED

PUBLICATION NO.

FM ORIGINATOR

TO PRA COMMAND PLAD//JJJ//

INFO COMNAVWARDEVCOM NEWPORT RI//N5//

CINCPACFLT PEARL HARBOR HI//JJJ// OR CINCLANTFLT NORFOLK VA//JJJ//

CRA COMMAND PLAD//JJJ//

Others as appropriate

BT

CLASSIFICATION//N03510//

MSGID/GENADMIN/(As required)//

SUBJ/URGENT CHANGE RECOMMENDATION FOR NWP/NTTP/NTRP XXX//

REF/A/DOC/NWDC//

AMPN/REF A IS NTTP 1-01 (REV. B), THE NAVY WARFARE LIBRARY//

POC/(As required)//

RMKS/1. IAW REF A URGENT (SAFETY) CHANGE IS RECOMMENDED FOR NWP/NTTP/

NTRP XXX

2. PAGE _____ ART/PARA NO _____ LINE NO _____ FIG NO _____

3. PROPOSED NEW TEXT (*Include classification*)

4. JUSTIFICATION.

BT

**This sample is not
drawn to scale.**

Message provided for subject matter; ensure that actual message conforms to MTF requirements.

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ORIGINAL

Figure A-12. Sample Preface for NWPs/NTTPs/NTRPs (Sheet 3 of 4)

UNCLASSIFIED

PUBLICATION NO.

URGENT CHANGE RECOMMENDATIONS

When items for changes are considered to be urgent (as defined in NTTP 1-01, and including matters of safety), this information shall be sent by message (see accompanying sample message format) to PRA, with information copies to Navy Warfare Development Command, and all other commands concerned, clearly explaining the proposed change. Information addressees should comment as appropriate. See NTTP 1-01.

CHANGE SYMBOLS

Revised text in changes is indicated by a black vertical line in the outside margin of the page, like the one printed next to this paragraph. The change symbol shows where there has been a change. The change might be material added or information restated. A change symbol in the outside margin by the chapter number and title indicates a new or completely revised chapter.

WARNINGS, CAUTIONS, AND NOTES

> **When appropriate, include the following definitions in the Preface.**

The following definitions apply to "WARNINGs," "CAUTIONs," and "Notes" found throughout the manual.

An operating procedure, practice, or condition that may result in injury or death if not carefully observed or followed.

WARNING

An operating procedure, practice, or condition that may result in damage to equipment if not carefully observed or followed.

CAUTION

Note

An operating procedure, practice, or condition that is essential to emphasize.

WORDING

The concept of word usage and intended meaning which has been adhered to in preparing this publication is as follows:

"Shall" has been used only when application of a procedure is mandatory.

> **This sample is not drawn to scale.**

"Should" has been used only when application of a procedure is recommended.

"May" and "need not" have been used only when application of a procedure is optional.

"Will" has been used only to indicate futurity, never to indicate any degree of requirement for application of a procedure.

ORIGINAL   *26*
                              UNCLASSIFIED

Figure A-12. Sample Preface for NWPs/NTTPs/NTRPs (Sheet 4 of 4)

UNCLASSIFIED

NWP 3-22.5-AH1, Vol. II

PREFACE

SCOPE

The AH-1, Vol. II, Tactical Manual, prepared under the direction of Commander, Operational Test and Evaluation Force and approved by the Chief of Naval Operations, contains the latest information regarding the tactical employment of the AH-1W helicopter and its various combat missions. Information contained in this manual has been derived from many sources to provide one main source for procedures, techniques, and suggested data to enable the pilot and copilot to employ the helicopter and its weapons system most effectively in combat. The NATOPS Flight Manual standardizes ground and flight training procedures and contains the information to thoroughly acquaint the pilot and copilot with the aircraft. Information in this manual is primarily oriented to tactical employment of the helicopter that presupposes a thorough knowledge of the NATOPS Flight Manual. A description of the Aircraft Tactical Manual program is contained in NTTP 1-01.

For expanded threat data, also refer to MCM 3-1, Vol. II, Threat Reference Guide and Countertactics (U).

HOW TO OBTAIN COPIES

One-Time Orders

If this publication is needed on a one-time basis (without future updates), order it from stock by sending an electronic DD 1348 requisition in accordance with NAVSUP Publication 2003 found on NAVSUP Publication 600 (Naval Logistics Library) CD-ROM disc.

Automatic Distribution (With Updates)

This publication and changes to it are automatically sent to activities that are established on the Automatic Distribution Requirements List (ADRL) maintained by Naval Air Technical Data and Engineering Command (NATEC), NAS North Island, San Diego, CA. If there is a continuing need for this publication, each activity's Central Technical Publication Librarian must send a revised ADRL report on floppy disc to NATEC. If an activity does not have a library, then send a letter to the Commanding Officer, NATEC, NAS North Island, PO Box 357031, San Diego, CA 92135-7031, requesting assignment of a distribution account number (if necessary) and automatic mailing of future issues of the publications needed.

Note

The ADRL floppy disc can be used only to place an activity on the mailing list for automatic distribution of future issues of the publications. *It cannot be used to make one-time orders of publications from current stock.* To get publications from stock, see One-Time Orders above.

Once established on automatic distribution for this or any other NAVAIR technical publication, an activity must submit an ADRL report on floppy disc at least once every 12 months to update or confirm their automatic distribution requirements.

Note

Activities not submitting an ADRL report on floppy disc for more than 12 months may be dropped from distribution of all NAVAIR technical publications.

CHANGE RECOMMENDATIONS

Recommended changes to this manual may be submitted by anyone in accordance with NTTP 1-01. Submit routine change recommendations to the Model Manager on OPNAV Form 3710/6 (see the following sample form). Address routine changes to:

COMMANDING OFFICER
ATTN: AH-1 TACMAN MODEL MANAGER
MAWTS-1
BOX 99200
YUMA, AZ 85369-9200.

> **This sample is not drawn to scale.**

Submit recommendations of an Urgent nature directly to your Type Commander by Priority message. (See the following sample message form.)

INTERIM CHANGE SUMMARY

The Interim Change Summary is provided for the purpose of maintaining a complete record of all Interim Changes issued to the manual. Each time the manual is changed or revised, the Interim Change Summary will be formally updated to indicate

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Figure A-13. Sample Preface for NWP 3-22.5 Series (Sheet 1 of 4)

UNCLASSIFIED

NWP 3-22.5-AH1, Vol. II

NATOPS/TACTICAL CHANGE RECOMMENDATION
OPNAV 3710/6 (4-90) S/N 0107-LF-009-7900   **DATE** _____

═══

TO BE FILLED IN BY ORIGINATOR AND FORWARDED TO MODEL MANAGER

FROM (Originator)			Unit		
TO (Model Manager)			Unit		
Complete Name of Manual/Checklist	Revision Date	Change Date	Section/Chapter	Page	Paragraph

Recommendation (be specific)

☐ **CHECK IF CONTINUED ON BACK**

Justification

Signature		Rank	Title

Address of Unit or Command

TO BE FILLED IN BY MODEL MANAGER (*Return to Originator***)**

FROM	DATE
TO	

REFERENCE

(a) Your Change Recommendation Dated _____

☐ Your change recommendation dated _____ is acknowledged. It will be held for action of the
review conference planned for _____ to be held at _____ .

☐ Your change recommendation is reclassified URGENT and forwarded for approval to _____
_____ by my DTG _____ .

/S/ _____ MODEL MANAGER _____ AIRCRAFT

ORIGINAL   *68*
UNCLASSIFIED

┌──────────────────┐
│ **This sample is not** │
│ **drawn to scale.** │
└──────────────────┘

Figure A-13. Sample Preface for NWP 3-22.5 Series (Sheet 2 of 4)

UNCLASSIFIED

NWP 3-22.5-AH1, Vol. II

**URGENT CHANGE RECOMMENDATION MESSAGE FORMAT
FOR NWP 3-22.5-SERIES AIRCRAFT TACTICAL MANUALS**

Precedence: **Action:**   **PRIORITY**
                         Info: **ROUTINE**
Message handling instructions: **ADMIN**

FROM   **Your Unit//***//**
  TO   **Your Type Commander//***//**
INFO   **CNO WASHINGTON DC//N880//**
           COMNAVWARDEVCOM NEWPORT RI//N5//
           COMNAVAIRSYSCOM PATUXENT RIVER MD//4.1/4.3/4.3P//
           COMOPTEVFOR NORFOLK VA//50//
           AIR TACMAN Model Manager Unit//*//**   **(For NWP involved)**
           Your Chain of Command//*//**   **(As appropriate)**
           COMNAVAIRWARCENAC PATUXENT RIVER MD//4.3.2.1/4.11.2//
           COMNAVSAFECEN NORFOLK VA//11//
           CG MCCDC QUANTICO VA//C423/C461A//   **(When USMC activities involved)**
           MAWTS ONE YUMA AZ//JJJ//   **(When USMC activities involved)**
           Other activities as appropriate//*//**

UNCLAS/N03511//
MSGID/GENADMIN (Originator's Unit)//
SUBJ/URGENT CHANGE RECOMMENDATION TO NWP 3-22.5-____, (Aircraft/Title) TACTICAL MANUAL(S) (*)
//
REF/A/DOC/COMNAVDOCCOM/00NOV94//
AMPN/NTTP 1-01//
REF/B/DOC/COMOPTEVFOR/09JUN92//
AMPN/COTFINST 3511.1B//
REV/C/DOC/NAVAIR/ (Date of latest change or revision)//   **(AIR TACMAN publication)**
AMPN/NAVAIR (Pub Identification) DTD _____ CHGD _____//   **(AIR TACMAN pub identification —
                                                                    Include NAVAIR number, NWP
                                                                    number, volume and revision, as
                                                                    applicable; (e.g., NAVAIR
                                                                    A1-F18AC-TAC-000,
                                                                    NWP 3-22.5-F/A18CD, Vol. I(Rev. B)))
                                                                    (Additional references as necessary)**

     #   REF/D/ ....//
     #   AMPN ....//
     #   NARR/............//
          POC/...............//

   RMKS/1. (*) IAW REFS A AND B, RECOMMEND CHANGE(S) TO REF C AS FOLLOWS:

A. (*)Identify PART/SECTION/CHAPTER, PAGE, FIGURE/PARAGRAPH/SENTENCE beginning, LINE NUMBER, etc.
  (1)(*) DELETE: (Always indicate material to be deleted. If no deletion is necessary, indicate by NA).
  (2)(*) ADD: (Indicate new or changed material. If no new material is necessary, indicate by NA).

  B. (*) (Continue with change recommendations).

    2. (*) (Enter remarks and comments necessary to justify the proposed change.)//

      DECL/(Downgrading or declassification instructions)//

─────────
Key Symbol:

***   **Show message routing code(s) or "JJJ" when appropriate.**
%   **Add phrase "/SAFETY OF FLIGHT" to subject line when appropriate.**
*   **For classified messages, include classification marking of subject line and each paragraph and subparagraph.**
#   **Include additional references, with amplification sets or narrative set, as necessary to provide a complete
          background on the change recommendation.**

┌─────────────────────┐
│ **This sample is not** │
│ **drawn to scale.**   │
└─────────────────────┘

69
UNCLASSIFIED

ORIGINAL

Figure A-13. Sample Preface for NWP 3-22.5 Series (Sheet 3 of 4)

UNCLASSIFIED

NWP 3-22.5-AH1, Vol. II

disposition and/or incorporation of previously issued Interim Changes. When a regular change or revision is received, the Interim Change Summary should be checked to ascertain that all outstanding Interim Changes have been formally incorporated or canceled. Changes that were not incorporated should be noted as applicable.

TACMAN REVIEW CONFERENCES

To ensure standardization of tactics and terminology between each Marine helicopter community (CH-46, UH-1N, CH-53D/E, and AH-1W), MAWTS-1 will host TACMAN review conferences for each community concurrently. TACMAN review conferences will normally be held every 2 years.

CHANGE SYMBOLS

Revised text is indicated by a black vertical line in the outside margin of the page, like the one printed next to this paragraph. The change symbol shows where there has been a change. The change might be material added or information restated. A change symbol in the outside margin by the chapter number and title indicates a new or completely revised chapter.

WARNINGS, CAUTIONS, AND NOTES

The following definitions apply to "WARNINGs," "CAUTIONs," and "Notes" found throughout the manual.

WARNING

An operating procedure, practice, or condition, etc., that may result in injury or death if not carefully observed or followed.

CAUTION

An operating procedure, practice, or condition, etc., that may result in damage to equipment if not carefully observed or followed.

Note

An operating procedure, practice, or condition, etc., that is essential to emphasize.

WORDING

The concept of word usage and intended meaning that has been adhered to in preparing this Manual is as follows:

"Shall" has been used only when application of a procedure is mandatory.

"Should" has been used only when application of a procedure is recommended.

"May" and "need not" have been used only when application of a procedure is optional.

"Will" has been used only to indicate futurity, never to indicate any degree of requirement for application of a procedure.

> **This sample is not drawn to scale.**

ORIGINAL

70

UNCLASSIFIED

Figure A-13. Sample Preface for NWP 3-22.5 Series (Sheet 4 of 4)

A.7.1 Alphabetical Index

Provide an alphabetical index (see Figure A-14) following the last chapter or appendix. Reference subjects by page numbers. Do not index figures.

The alphabetical index shall be updated as necessary with each revision or change.

As a minimum requirement, all primary and secondary headings must be indexed. (A simple and efficient way to start an index on a computer is to edit a copy of the table of contents file, add any further entries, and sort the entries alphabetically.)

Alphabetize indexes word by word rather than letter by letter. Apply the key word system in ambiguous situations. For instance, in the heading "DUTIES AND RESPONSIBILITIES," there would be entries at both "Duties" and "Responsibilities."

Avoid using acronyms as either first-level entries or key words. Before using an acronym at a subentry level, consider the likelihood of the reader understanding it.

Set index title, aligned center, in 20-point Arial bold on the first page of index. The space between the bottom of the top corner marking and the baseline of the index title is 6,0 picas.

Set letters of the alphabet centered in 11-point Arial bold. The distance from the base of the centered alphabet letter and the top of the succeeding index entry shall be 1,4 picas. Set index entries in 11-point Times New Roman with 12-point interline spacing.

Place first-level entries flush-left with the margin; indent second-level entries 1 pica and third-level entries 2 picas. Indent runover lines 4 picas at all levels. Use an initial capital on the first word of all entries. Set page number references flush right, separated by dot leaders from the entries. Entries that do not carry a page number should have a colon at the end of the entry.

Number the pages of alphabetical indexes consecutively in 11-point Times New Roman italic, (e.g., *Index-3* is the third page of the index). This avoids possible confusion between the index and Appendix I.

A.7.2 Foldout Pages

Use foldout pages to aid location of information while reading text and when the material of the illustration requires space greater than full page width (42 picas).

Foldout pages fall at the end of the publication, regardless of their relationship to the text, between the alphabetical index and the list of effective pages. Each foldout is a right-hand page. Do not assign a separate part or chapter designation to the series of foldouts.

Foldouts shall not carry figure numbers, only the descriptive title centered below the illustration. Foldouts are page-numbered sequentially, in 11-point Arial bold, and carry **(Reverse Blank)** (e.g., the first three foldouts would be numbered **FO-1 (Reverse Blank)**, **FO-2 (Reverse Blank)**, and **FO-3 (Reverse Blank)**).

A.7.3 List of Effective Pages

The last numbered page of a new or revised publication or a change is the list of effective pages (see Figure A-15). The LEP provides accountability of all numbered pages, including blank pages, and the page status of the pages. Set the LEP in 11-point Times New Roman. Do not assign the list of effective pages a figure number; assign it the page number *LEP-1 (Reverse Blank).*

Rather than create a second LEP page, *LEP-3 (Reverse Blank)*, reformat the first LEP page into two columns.

UNCLASSIFIED*

<div align="right">

PUBLICATION NO.

</div>

INDEX

<div align="right">

*Page
No.*

</div>

A

C

E

J

M

N

W

        * Use UNCLASSIFIED in headers and footers if publication is classified.

This sample is not drawn to scale.

<div align="center">

Index-1

UNCLASSIFIED*

</div>

<div align="right">

ORIGINAL

</div>

Figure A-14. Sample Alphabetical Index

UNCLASSIFIED*

PUBLICATION NO.

LIST OF EFFECTIVE PAGES

Effective Pages	Page Numbers
Original	1 (Reverse Blank)
Original	3 (Reverse Blank)
Original	5 thru 7 (Reverse Blank)
Original	9 thru 12
Original	1-1 thru 1-24
Change 1	1-24a thru 1-24h
Original	1-25 thru 1-46
Original	2-1 thru 2-14
Original	3-1 thru 3-7 (Reverse Blank)
Original	A-1 thru A-31 (Reverse Blank)
Original	Index-1, Index-2
Original	LEP-1 (Reverse Blank)

This sample is not drawn to scale.

* Use UNCLASSIFIED in headers and footers if publication is classified.

LEP-1 (Reverse Blank)   **ORIGINAL**

UNCLASSIFIED*

Figure A-15. Sample List of Effective Pages

A.7.4 Back Cover

The last page of a new or revised publication or of a change is a cover sheet with the publication number (short title) centered in the middle of the page (see Figures A-16 and A-17) and the classification (if the publication is classified) centered at the top and bottom of the page. Set the publication number in 36-point Arial bold and the classification in 24-point Arial bold. In the case of a change, include the words "CHANGE (number) TO" before the publication number. Do not give a page number to the back cover.

A.8 REVISIONS

A revision is a second or subsequent edition of a publication that supersedes the preceding edition. A revision shall incorporate all previously issued changes (and any outstanding urgent/interim changes) to the existing publication.

At least 60 percent of the publication must be changed to require a revision. Percentages are based on a cumulative page count of all previous changes plus an estimate of the material to be added.

A.8.1 Renumbering and Removal

Renumber paragraphs, illustrations, and pages, as necessary, to eliminate numbers with letter suffixes. Re-establish correct sequence by adjusting numbering for deleted material. Eliminate partial pages.

A.8.2 Supersedure Notice

When a revised publication supersedes an existing publication, a supersedure notice shall be included in the letter of promulgation. It should also be mentioned in the publication notice. NWP 3-22.5 series manuals shall also show the supersedure notice on the title page.

The LOP in a revision shall include the full titles of TACMEMOs that the revision supersedes and cancels.

A.8.3 Numbering Revisions

Revisions retain the publication number (short title) of the superseded edition, but add the abbreviation "Rev." and a letter (e.g., NWP 3-10 (Rev. A) (first revision of NWP 3-10) or NWP 3-22.5-P3, Vol. II (Rev. C) (third revision of NWP 3-22.5-P3, Vol. II)).

A.8.4 Publication Category Redesignations

Publications will be redesignated (if applicable) into the NTTP or NTRP categories during all revisions. These publications will maintain their designated numbering and will continue the revision update sequence (e.g., NTTP 1-01 (Rev. B) is the second revision and supersedes NWP 1-01 (Rev. A) the first revision).

A.8.5 Change Symbols

In NWPs/NTTPs/NTRPs/FXPs (except NWP 3-22.5 series), change symbols are not used for revisions, only for changes. For changes and revisions to NWP 3-22.5 series publications, use change symbols to indicate what is new or revised.

A.9 CHANGES

Prepare a change when less than 60 percent of the total pages of the publication are affected. When a change adds pages to the end of a chapter or to the end of the publication and the remainder of the change does not greatly affect the pages already in the publication, a change should be prepared regardless of the number of pages involved. Prepare a change so that its pages can be substituted for existing pages or added to the publication. Change pages should match as closely as possible the type style and size used in the basic publication.

CLASSIFICATION ← 24-pt Arial bold
(if applicable)

NWP 3-22.5-XXXXX ←
VOLUME I (REV. X) ← 36-pt Arial bold
A1-XXXXX-XXX-XXX ←

This sample is not
drawn to scale.

CLASSIFICATION ← 24-pt Arial bold
(if applicable)

Figure A-16. Sample Back Cover Sheet for NWP 3-22.5 Series

CLASSIFICATION ← 24-pt Arial bold
(if applicable)

PUBLICATION NO.

36-pt Arial bold

This sample is not drawn to scale.

CLASSIFICATION ← 24-pt Arial bold
(if applicable)

Figure A-17. Sample Back Cover Sheet for NWP/NTTP/NTRP/FXP (Except NWP 3-22.5 Series)

A.9.1 Change Number (Page Status)

On each page containing changes or added material, put the word **CHANGE** with the appropriate arabic numeral, in 11-point Arial bold, at the bottom of the page in the right- or left-hand corner as appropriate and on the same line as the page number. This also applies to added pages (e.g.,1-2a, 1-2b).

The obverse and reverse of each changed page shall bear the same status marking. For example, if page 3-21 is to be issued as a change 1 page, then the reverse, page 3-22, shall also indicate change 1 for its status. The converse is also true; if page 3-32 has had changes made to it, then the obverse, page 3-31, bears the change 1 status.

A.9.2 Numbering Changed Pages

A.9.2.1 Added Pages

When added material necessitates renumbering pages, give added pages even numbers with consecutive letter suffixes (e.g., 2-4a, 2-4b, 2-4c). Add pages only after a left-hand page. If required to add pages after a right-hand page, the first added page takes the left-hand page number. The former left-hand page takes the letter suffix that falls immediately after the last page of new material.

A.9.2.2 Deleted Pages

When page number continuity is broken by the deletion of two or more pages, place a statement indicating the deletion in the bottom margin of the preceding page or top margin of the following page (e.g., "Pages 2-15 and 2-16 deleted by Change 1."). Also include the statement in the list of effective pages.

A.9.2.3 Added Figures

When adding figures between existing ones, use the number of the preceding figure plus consecutive letter suffixes (e.g., 2-3a, 2-3b, and 2-3c would be assigned to three figures added between Figures 2-3 and 2-4). Figures added at the end of a chapter resume the chapter numbering sequence. The list of illustrations shall be revised as necessary.

A.9.2.4 Deleted Figures

When a change deletes a figure without substitution, use the space occupied by the deleted figure for text, if possible. Place a sentence such as "Figure 4-3 is deleted by Change 2." at the bottom of the page. The list of illustrations shall be revised as necessary.

Note

> Deleted pages and figures may be combined in one statement (e.g., "Pages 2-17 and 2-18, including Figure 2-2, deleted by Change 1.").

A.9.2.5 Adding Paragraphs

When adding a new paragraph between existing paragraphs, use the number of the preceding paragraph and add an upper case letter A (e.g., 1.3.12A). The table of contents shall be revised as necessary.

A.9.2.6 Deleting Paragraphs

Rather than renumber subsequent paragraphs of a chapter when a paragraph is deleted without replacement during a change, retain the paragraph number (but not the heading) and note the deletion (e.g., "Deleted by Change 3."). The table of contents shall be revised as necessary.

A.9.2.7 Listings and Procedural Steps

When adding items to a listing or steps to a procedure, revise the entire listing or procedure. When it is impractical to do this, designate the added items/steps by letters following the preceding item/step (e.g., 2a and 2b follow 2), in the same manner as pages and figures.

When an item in a listing or a step in a procedure is deleted and the listing or procedure carries over to more than one page, retain the item/step number and place "Deleted" next to it (e.g., "2. Deleted.").

A.9.2.8 Change at End of Chapter

Number paragraphs, figures, and pages added at the end of a chapter consecutively, starting with the next available number. Do not give these pages letter suffixes. Put the change number at the bottom of these pages in the right- and left-hand corners on the same line as the page number.

A.9.2.9 Change Symbol

Indicate changes to text and figures (including new material or added pages) by a black vertical line, 0,5 picas in width, in the outside (nonbinding) margin. The change symbol shall be set 0,6 picas off the text area margin. If a chapter is completely changed or new, place the vertical line in the right-hand margin by the chapter number and descriptive title.

Delete previous change symbols on a page when the page is subsequently changed; change symbols on a page (including the backup page) shall reflect current changes only.

Change symbols are not required for:

1. Table of contents, list of illustrations, alphabetical index, and list of effective pages

2. Blank space resulting from deletion of text or figure

3. Correction of minor inaccuracies such as spelling, punctuation, and relocation of material, unless such correction changes the meaning of instructive material.

When illustrations are new or totally revised, place a change symbol in the outside (nonbinding) margin. Do not use devices such as drawings of hands or arrows to point to areas of a figure that have been changed.

A.9.2.10 Change Cover Sheet

Provide a change cover sheet that contains instructions for handling the change to the holder of the basic publication (see Figure A-18). The information shall consist of the following:

1. Overall classification of all pages in the change for classified changes (see paragraph A.12.1 for guidance).

2. Number of the change, publication number, and descriptive title (include "(U)" following the title if a classified publication).

3. Month and year of the change.

4. Effective date of the change (usually on receipt).

5. Disclosure considerations.

6. Statement about the contents of the change.

7. List of pages to be inserted in the basic publication.

8. Instructions for checking the pages contained in the publication, after the change has been entered, against the list of effective pages included in the change.

9. Instructions for recording entry of the change on the record of changes page.

10. Signature block.

11. Downgrading/declassification (if applicable) and limited distribution blocks, placed in the lower left corner on the cover sheet. The block(s) should be the same as the block(s) on the title page of the original document. (See paragraph A.6.2 or A.13.2 as applicable.)

12. Warning notice(s) for the cover sheet will be the same as the warning notice(s) on the original publication. (See paragraph A.13.1.)

13. Space for the stock number and bar coding in the lower left-hand corner.

14. Instructions for destroying superseded material after the change has been entered in the basic publication.

A.9.2.11 Back Cover Sheet

Provide a back cover sheet.

A.9.2.12 Erratum

An erratum may be issued to a basic publication or to the latest change to a basic publication to correct an error in printing (including reprinting to correct misprinted pages or pages inadvertently dropped) or to make an administrative correction (e.g., to correct a page number in the change notice or the list of effective pages). An erratum does not contain a signature block, should be unclassified, and may direct the making of pen-and-ink changes to keep the size of the erratum to one page. An erratum shall not be used to reclassify material in a publication or change the substantive content of a publication; a change must be issued for these purposes. An erratum shall be incorporated in the next revision or change to the publication if it affected an accountable page. Generally, an erratum (see Figure A-19) contains:

1. Month and year of issue of the erratum

2. A title line, including the words "ERRATUM TO" and either the short title of the publication or the change number and short title of the publication, as appropriate

3. Brief statement of the purpose(s) for which the erratum is issued

4. Precise description(s) of the changes to be made

5. Instructions for recording the erratum on the Record of Changes page (use the form, "Err to publication no. (original or change no.), date of issue of erratum")

6. Instructions for destroying superseded material after the erratum has been entered in the basic publication.

All pages of an erratum shall identify the page status in the lower right corner as "Erratum to ORIGINAL (or CHANGE NUMBER)."

A.10 REFERENCES

Avoid duplicating material (including artwork) in two or more portions of a publication except where essential for clarity. Use references instead.

A.10.1 Paragraphs

Refer to material in another location in the same publication by paragraph number only (e.g., "See paragraph 3.1.1."). Vague references such as "Section," "Part," or "found elsewhere in the manual" should not be used. Cite the most specific paragraph reference.

A.10.2 Illustrations

Refer to illustrations by figure number only (e.g., "See Figure 3-5.").

A.10.3 Index Numbers (Callouts) on Illustrations

Refer to index numbers on illustrations first, followed by the figure number (e.g., 34, Figure 2-6). When several references in a paragraph refer to the same figure, only the first reference need indicate the figure number.

A.10.4 Foldouts

Refer to foldouts by page number only (i.e., FO-1, FO-2, etc.).

A.10.5 Other Publications

Refer to other NWPs/NTTPs/NTRPs/FXPs and technical publications by publication number and descriptive title when first referenced. If a referenced NWP/NTTP/NTRP/FXP is classified, place a "U" after the title. Refer to the same publication thereafter by publication number only. Avoid references to specific paragraphs. If a reference other than publication number is necessary, use the chapter number. (This is to avoid problems if the other publication is revised or renumbered.)

A.10.6 Steps and Substeps of Listings and Procedures

Refer to steps and substeps by both paragraph number and step (e.g., "See paragraph 4.3.9, step 4." or "See paragraph 10.3.8, step 4(c).").

A.10.7 Footnotes

For 11-point text, type footnotes in 8-point text of the same font. A 5-em (50-point) dash located flush left appears above the footnote. Two or more footnote references that appear in the same place in text are separated by a space, not a comma (e.g., 1 2). Footnotes shall be identified by number, not symbols.

A.11 FIGURES, TABLES, AND GRAPHICS

Artwork should be of a quality that clearly, adequately, and economically portrays the needed information. Use illustrative material to describe an item or idea more effectively through graphic presentation, to clarify text, to present phases or sequences difficult to understand by use of text alone, to call attention to details, and to furnish graphic identification of displays and controls.

Use the minimum amount of artwork needed for illustrative purposes. Avoid duplicating artwork in two or more portions of a publication. Use cross-references in text instead.

Multiple-sheet illustrations may be used. Place each illustration as close as possible to the place in the text where the primary discussion appears. Place the figure number and descriptive title beneath the figure.

20 pt-Arial bold ⟶ **CLASSIFICATION***

PUBLICATION NO.

CHANGE NO. TO PUBLICATION NO.
TITLE OF PUBLICATION (U)** ⟵ 20 pt-Arial bold

Month and Year

1. This Change is effective upon receipt (or date when change is effective).

2. SECNAVINST 5510.31 provides procedures for disclosure of this publication or portions thereof to foreign governments or international organizations.

1. CONTENTS OF CHANGE

    a. This Change consists of new pages to be inserted in the publication.

    b. Pages to be inserted: 5, 6; 3-11; 3-12; LEP-1 (Reverse Blank).

2. ENTRY OF CHANGE

    a. Remove superseded pages and insert new pages in accordance with the Change No. List of Effective Pages.

    b. Check the List of Effective Pages.

LIMITED DISTRIBUTION DATA (see paragraph A.6.2)

R. G. SPRIGG

DOWNGRADING/DECLASSIFICATION DATA (see paragraph A.13.2)

This sample is not drawn to scale.

WARNING NOTICES (only if applicable) (see paragraph A.13.1)

* Use classification in headers and footers if publication is classified. Include warning notices if applicable.

** Place "(U)" after long title if publication is classified.

Leave space for stock number and bar coding (see paragraph A.14.2).

CHANGE NO.

1 of 2

20-pt Arial bold ⟶ **CLASSIFICATION***
(This page is UNCLASSIFIED)

Figure A-18. Sample Front Cover Sheet for NWPs/NTTPs/NTRPs/FXPs (Sheet 1 of 2)

CLASSIFICATION

PUBLICATION NO.

   c. Record entry of Change No. on the Record of Changes page.

   d. Destroy superseded pages in accordance with paragraph 3.

3. DESTRUCTION OF SUPERSEDED MATERIAL

   When Change No. has been entered, destroy the following pages in accordance with SECNAVINST 5510.36 (or without report (*if publication is unclassified*)).

Change No.	1 of 2, 2 of 2
Original	5, 6
Original	3-11, 3-12
Original	LEP-1 (Reverse Blank)

This sample is not drawn to scale.

CHANGE NO.   **2 of 2**
                                    CLASSIFICATION

Figure A-18. Sample Front Cover Sheet for NWPs/NTTPs/NTRPs/FXPs (Sheet 2 of 2)

PUBLICATION NO.

ERRATUM TO (PUBLICATION NO. OR CHANGE NO. TO PUBLICATION NO.)

(Month and Year of Issue)

This Erratum is issued to replace two misprinted pages and to correct the List of Effective Pages.

1. Remove pages 4-1 and 4-2 marked "ORIGINAL" and insert pages 4-1 and 4-2 marked "Erratum to ORIGINAL."

2. Make the following pen-and-ink change to page LEP-1 (Reverse Blank) marked "ORIGINAL": cross out "4-25, 4-26" and enter "4-25 (Reverse Blank)."

3. Record entry of this Erratum on the Record of Changes page. In the first column, identify the Erratum as "ERR to (publication no. or change no. to publication no.) (month and year of issue)."

4. After entry of this Erratum, destroy this page and the superseded pages listed in paragraph 1 without report.

This sample is not drawn to scale.

Use for an unclassified correction only; issue a change to the publication for any other purpose.

Leave space for stock number and bar coding (paragraph A.14.2).

1 of 2 (Reverse Blank)   **Erratum to (ORIGINAL or CHANGE NO.)**

Figure A-19. Sample Erratum

Design reference data presented in tables, charts, and graphs to be easily understood. Consider tables, charts, and graphs as illustrations; assign them figure numbers and descriptive titles, and reference them by figure number within the text.

In illustrations, charts, tables, and graphs, do not use type size smaller than 8-point (6-point if all capitals) Arial or Times New Roman. Text within a series of figures of a publication (multiple-sheet illustrations) shall be consistent in font, size, and attributes and should complement the text used in other figures in the publication.

Landscaped (turn page) illustrations will be placed in final copy so that the top is at the left-hand margin, reading to the bottom at the right-hand margin. Place the figure number, classification, and descriptive title beneath the illustration so that this captioned information runs vertically and parallel to the right-hand margin of the page. Do not rotate pages in the electronic file for final copy; rotation occurs in production of the Adobe Acrobat® version.

Do not use mastheads on artwork, fill-in illustrations, and art solely for decorative purposes. All illustrations must be functional and used to clarify text.

Artwork over 42 picas in width or 53 picas in height is considered to be oversize art that must be reduced for use in final copy. The width-to-height ratio desired when reduced should be planned for when designing oversize art.

Illustrations should be framed to enhance presentation. Use a 1-point rule for frames. It is not necessary to frame self-contained figures (i.e., charts, tables, graphs, etc.) unless this makes the material more understandable. Double-framing is discouraged. Place classification and figure numbers and titles outside the framed area.

In graphics prepared for a classified publication, include the figure classification in the electronic file. This is to ensure that each graphic is properly classified, independent of placement in the final copy. Position the graphic within the frame of the final copy so that the classification is concealed.

A.11.1 Guidelines for Tables

Tables offer a useful means of presenting large amounts of detailed information in a small space. For successful presentation, effort should be made to standardize the format, style, and fonts used in tables within a publication. It is beyond the scope of NTTP 1-01 to assign rigid rules for designing tables. Latitude for the final table design is granted to the writer and editor. To assist in constructing tables, guidelines are provided below and in Figure A-20. The Government Printing Office Style Manual may be useful to those seeking an in-depth study of table structure.

A.11.1.1 Borders and Rules

It is preferred that tables be bordered with a 1-point rule and have 1/2-point vertical and horizontal rules separating columns and rows. The use of rules within a table is not mandatory and is to be considered as a tool to group common elements and to aid in readability. Rules should be used to enhance rather than complicate the table appearance. The desktop publishing frames within which tables are set shall be hidden.

A.11.1.2 Spacing

The table shall be centered within the column. Allow at least 3 points between text and rules or cell borders. Space between text and rules shall be consistent throughout the table. Set column widths and font size so that hyphenation of cell text is minimized and is proportional to the cell data.

A.11.1.3 Table Head and Subhead

The table head and subhead (if any) are typed on separate lines and set flush left or centered in a cell spanning the width of the table. Centered on a middle baseline is the preferred alignment. The table head may duplicate the table title, which is placed below the table as in other figures. The preferred font is 11-point Arial bold for table heads and subheads. A smaller font may be used (no less than 8-point, or 6-point if all capitals) if dictated by space limitations. A 1-point horizontal rule may be used to delineate the table head or subhead from the subsequent rows.

A.11.1.4 Row Heads

Row heads should be set flush left in a stub column; the first column on the left side of the table. The vertical alignment may be top or middle depending on the alignment of the tabular data within the table text cells. The stub column usually starts below the table head or subhead and is read vertically from top to bottom. The row head font size shall not exceed the size used in the table head or subhead. The font may be bold if it enhances the presentation.

A.11.1.5 Column Heads

Column heads start below the table head or subhead and are read, as a row, from left to right. The first cell of a stub column may be a column head. Column heads should be set centered on a middle baseline for vertical alignment. The column head font size shall not exceed the size used in the table head or subhead. The font may be bold if it enhances the presentation.

A.11.1.6 Table Text

Table text cells carry tabular data that correlates the column heads and row heads. The text, if numerical, should be set flush right or decimal centered so that decimal points align vertically in the table text column. It is preferred that the table text be aligned vertically on the same middle baseline as that of the row heads. The font size shall not exceed the size used in the column or row head and bolding is discouraged. Units of measure within row or column heads are not repeated in the corresponding table text column or row; only the quantity is displayed.

A.11.1.7 Notes

Explanatory text may be displayed in a cell spanning the width of the table and immediately following the last row of table text. Arial is the preferred font. The font size shall not exceed that of the table text. The word "Note" or "Notes" is set in initial capitals, flush left followed by a colon. If the noted material is not itemized, it shall be separated from the colon by an en space. If the material is itemized, it shall appear as numbered lines, starting one line below the word "Notes:" and indented right 1 pica. The item number shall be followed by a period and an en space. Runover lines for that item shall be vertically aligned with the first word of the preceding line. Runover lines for classified text shall be aligned vertically with the classification marking of the preceding line. Numbered or itemized lines may correspond with annotated text within the table. These annotations are indicated by superscript numerals. The superscript annotations shall be in ascending order from the top to bottom of the table and from left to right. Bulleted lists are discouraged due to font compatibility problems.

A.12 SECURITY CLASSIFICATION

Because of the way in which some information in a publication is handled in electronic files, every effort should be made to create unclassified descriptive titles for chapters and appendixes, paragraph headings, and figures.

Refer also to the appropriate OPNAV Instruction in the 5513 Series for Department of the Navy classification guidance.

A.12.1 Title Page, Change Cover Sheet, and Back Cover Classification

The title page (or change cover sheet) and back cover of a classified publication shall show the overall classification of that publication (i.e., the highest level of classification of any material contained therein). (It is possible for a change to have a lesser overall classification than the publication.)

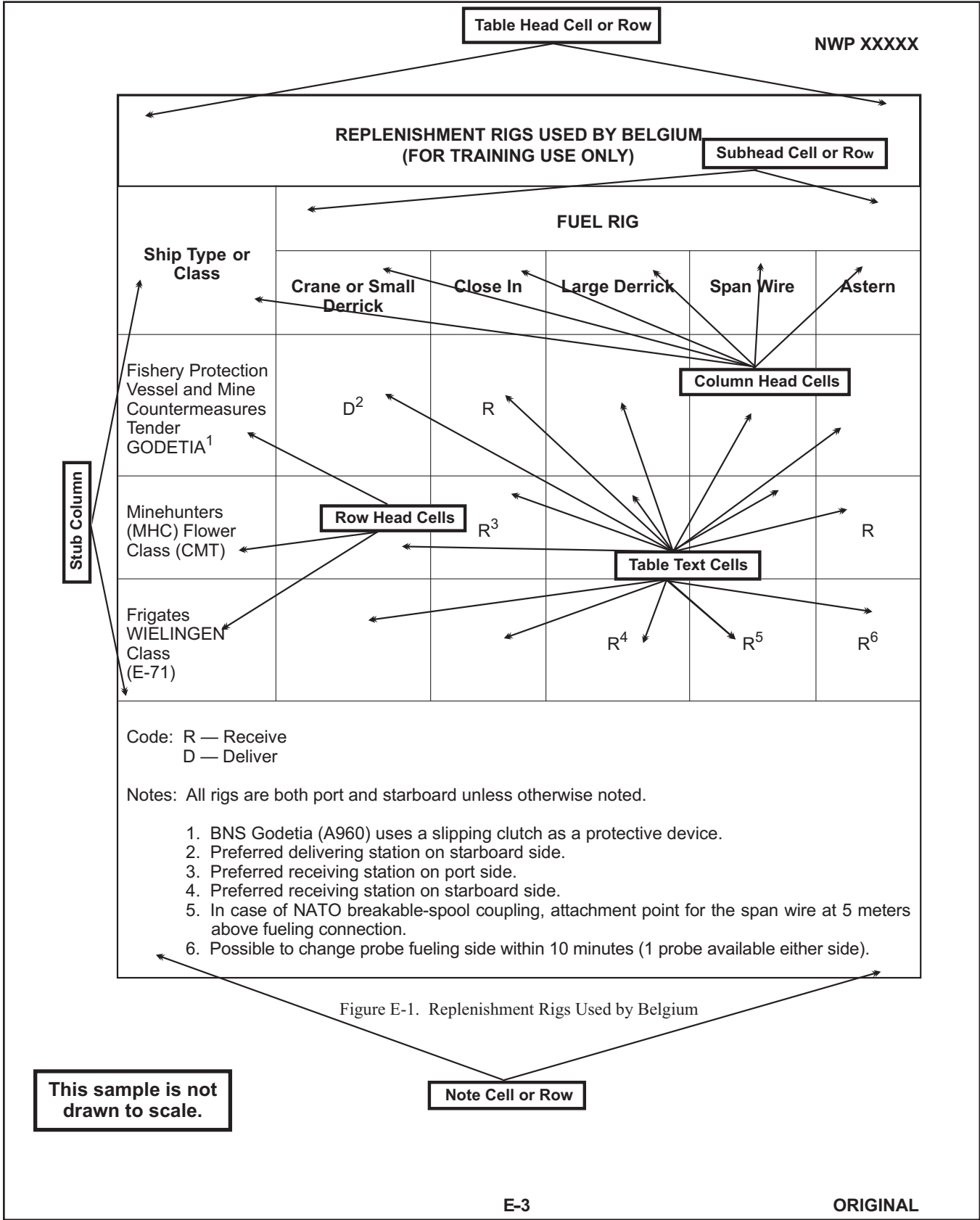The title page and change cover sheet shall contain unclassified material.

Table Head Cell or Row

NWP XXXXX

**REPLENISHMENT RIGS USED BY BELGIUM
(FOR TRAINING USE ONLY)**

Subhead Cell or Row

FUEL RIG

Stub Column

Ship Type or Class	Crane or Small Derrick	Close In	Large Derrick	Span Wire	Astern
Fishery Protection Vessel and Mine Countermeasures Tender GODETIA[1]	D^2	R			
Minehunters (MHC) Flower Class (CMT)		R^3			R
Frigates WIELINGEN Class (E-71)				R^4 R^5	R^6

Column Head Cells

Row Head Cells

Table Text Cells

Code: R — Receive
       D — Deliver

Notes: All rigs are both port and starboard unless otherwise noted.

1. BNS Godetia (A960) uses a slipping clutch as a protective device.
2. Preferred delivering station on starboard side.
3. Preferred receiving station on port side.
4. Preferred receiving station on starboard side.
5. In case of NATO breakable-spool coupling, attachment point for the span wire at 5 meters above fueling connection.
6. Possible to change probe fueling side within 10 minutes (1 probe available either side).

Figure E-1. Replenishment Rigs Used by Belgium

Note Cell or Row

This sample is not drawn to scale.

E–3

ORIGINAL

Figure A-20. Table Structure Guidelines (Sheet 1 of 3)

NWP XXXXX

Table Head
11-point Arial bold, all caps
Align — Center, Middle

REPLENISHMENT RIGS USED BY BELGIUM
(TRAINING USE ONLY)

Column Head
11-point Arial bold, initial caps
Align — Center, Middle

Subhead
11-point Arial bold, all caps
Align — Center, Middle

FUEL RIG

Ship Type or Class	Crane or Small Derrick	Close In	Large Derrick	Span Wire	Astern
Fishery Protection Vessel and Mine Countermeasures Tender GODETIA^1	D^2				
Minehunters (MHC) Flower Class (CMT)					R
Frigates WIELINGEN Class (E-71)			R④	R^5	R^6

Column Head
11-point Arial bold, initial caps
Align — Center, Top

Row Head
11-point Arial, initial caps
Align — Left, Top

Code: R — Receive
      D — Deliver

Notes: All rigs are both port and starboard unless otherwise noted.

1. BNS Godetia (A960) uses a slipping clutch as a protective de
2. Preferred delivering station on starboard side.
3. Preferred receiving station on port side.
④ Preferred receiving station on starboard side.
5. In case of NATO breakable-spool coupling, attachment point for the span wire at 5 meters above fueling connection.
6. Possible to change probe fueling side within 10 minutes (1 probe available either side).

Superscript Note Reference

Table Text
11-point Arial, all caps
Superscript:
   9-point
   5-point baseline shift
Subscript:
   9-point
   2-point baseline shift
Align — Center, Middle

E-1. Replenishment Rigs Used by Belgium

Note Text
11-point Arial
Align — JLLL, Middle

Numerical references are indented for vertical alignment with the first word following "Notes:". En space follows colons and numerals.

This sample is not drawn to scale.

E-3

ORIGINAL

Figure A-20. Table Structure Guidelines (Sheet 2 of 3)

NWP XXXXX

Ship Type or Class	FUEL RIG				
	Crane or Small Derrick	Close In	Large Derrick	Span Wire	Astern
Fishery Protection Vessel and Mine Countermeasures Tender GODETIA[1]	D^2	R			
Minehunters (MHC) Flower		R^3			R
Frigates WIELINGEN Class (E-71)			R^4	R^5	R^6

REPLENISHMENT RIGS USED BY BELGIUM
(FOR TRAINING USE ONLY)

1-Point Table Rule

1/2 -Point Table Rule

0,3-pica space between text and rule

Code: R — Receive
        D — Deliver

Notes: All rigs are both port and starboard unless otherwise noted.

1. BNS Godetia (A960) uses a slipping clutch as a protective device.
    ...ng station on starboard side.
    ...ng station on port side.
4. Preferred receiving station on starboard side.
5. In case of NATO breakable-spool coupling, attachment point for the span wire at 5 meters above fueling connection.
6. Possible to change probe fueling side within 10 minutes (1 probe available either side).

0,3-pica space between text and rule

Figure E-1. Replenishment Rigs Used by Belgium

1-Point Table Rule

This sample is not drawn to scale.

E-3

ORIGINAL

Figure A-20. Table Structure Guidelines (Sheet 3 of 3)

Place the classification markings at the top center and bottom center of the title page (see Figure A-2) and back cover (see Figures A-16 and A-17). These markings shall be in 24-point Arial bold.

Note

An unclassified publication shall not be marked UNCLASSIFIED.

For purposes of page classification, the title page and change cover sheet shall also be marked at the bottom center with **(This page is UNCLASSIFIED)** in 11-point Arial bold.

The title page and change cover sheet carry warning notices used within the content, if applicable.

A.12.2 Publication Title Classification

Publication titles shall be unclassified. The title of a classified publication shall be followed by a "(U)" at the end of the descriptive title. When the title of a classified publication is referenced, the full reference is used (short and long title) followed by "(U)."

Note

This does not apply to unclassified publications.

A.12.3 Page Classification

In a classified publication, mark the pages in a chapter or appendix (except blank pages) according to the highest level of classification of content within that chapter or appendix. Mark each page in the top center and bottom center.

The top marking is one line above any other marginal copy and the bottom marking is one line below the page number. Use 14-point Arial bold.

If a chapter or appendix in a classified publication is wholly unclassified, mark each page within that chapter or appendix UNCLASSIFIED; no other classification markings are necessary.

Except for the title page, change cover sheet, and back cover, elements of front matter and final portions of a classified publication shall be treated as individual chapters and pages and marked according to the highest level of their content.

Mark pages that contain Restricted Data (RD) or Formerly Restricted Data (FRD) information SECRET — RD or SECRET — FRD, as appropriate; the entire chapter will be so marked if appropriate.

A.12.4 Table of Contents, List of Illustrations, and Index Classification

Make the table of contents, list of illustrations, and index unclassified unless an entry is classified, in which case mark the classification of the entry. Then mark the pages of the table of contents, list of illustrations, and index with the highest classification. Do not mark each unclassified entry. Instead, place the following statement in the lower left of the first page of the applicable section:

   "ALL UNMARKED ENTRIES IN THE TABLE OF CONTENTS/LIST OF ILLUSTRATIONS/INDEX ARE
   UNCLASSIFIED."

A.12.5 Classification Marking Symbols

Within the text of a classified chapter or appendix, use classification marking symbols instead of the fully written classification and warning notices that may apply. The classification symbols most commonly used are:

SYMBOL	MEANING
(U)	Unclassified
(C)	Confidential
(S)	Secret
(C — RD)	Confidential — Restricted Data
(S — RD)	Secret — Restricted Data
(C — FRD)	Confidential — Formerly Restricted Data
(S — FRD)	Secret — Formerly Restricted Data
(SNF)	Secret — Not Releasable to Foreign Nationals
(CNF)	Confidential — Not Releasable to Foreign Nationals.

A.12.6 Chapter and Appendix Title Classification

In a classified chapter or appendix, every effort should be made to avoid classified descriptive titles. Show the classification of the descriptive title in parentheses following the title using the appropriate marking symbol.

A.12.7 Paragraph Classification

In a classified chapter or appendix, mark each paragraph with an appropriate marking symbol (see paragraph A.12.5) preceding the first line of text to indicate the classification of that paragraph. Lines of a paragraph that are carried over to another column or page do not require separate marking.

When the entire content of a chapter or appendix in a classified publication is unclassified, it is not necessary to mark individual paragraphs.

Warnings, cautions, and notes shall be marked with the appropriate marking symbol preceding the first line of text.

Mark paragraphs that contain RD or FRD information (S — RD) or (S — FRD), as appropriate.

A sample of paragraph marking is shown in Figure A-21.

A.12.8 Paragraph Heading Classification

In order to keep the Table of Contents unclassified, make every effort to create unclassified paragraph headings (sideheads). The classification of the paragraph heading *shall not* reflect the classification of the text following the heading. Place the classification marking symbol following the paragraph number, but preceding the heading. Use an en space between the paragraph number and the classification and a thin space between the classification and the heading (see Figure A-21).

A.12.9 Listing Classification

Give an item in a listing a classification marking symbol if it expresses a complete thought. A list of components is not a complete thought; do not give them marking symbols (see Figure A-21). If one or more items are classified, give marking symbols to all items.

A.12.10 Figure Classification

For a figure in a classified chapter or appendix, center the classification of the figure beneath the figure in all capitals in 10-point Arial bold (see Figure A-22). Leave 0,6 picas of space between the illustration and the classification and 1 pica of space between the classification and the figure title. An unclassified figure in a classified chapter shall be marked unclassified.

Note

Do not mark figure classifications on figures in an unclassified chapter.

A.12.11 Figure Title Classification

Every effort should be made to create descriptive titles that are unclassified. Place the classification marking symbol between the figure number and the descriptive title (see Figure A-22). In a classified chapter, all figure titles must be marked in this manner, using "(U)" for unclassified titles.

Note

Do not mark figure titles in an unclassified chapter.

A.13 WARNING NOTICES

A.13.1 Notations on Title Page

When appropriate, place the following notations on the title page:

NOT RELEASABLE TO FOREIGN NATIONALS (NOFORN).

AUTHORIZED FOR RELEASE TO SPECIFIC COUNTRY(IES) (REL TO____).

PORTION MARKING OF DOD INFORMATION IS IMPRACTICAL BECAUSE OF FORMAT. EX-TRACTS FROM THIS MANUAL MUST BE CONSIDERED CONFIDENTIAL.

THIS DOCUMENT CONTAINS NATO-CLASSIFIED INFORMATION.

For NWPs/NTTPs/NTRPs/FXPs (except NWP 3-22.5 series), place notations beneath the downgrading/declassification data (lower left of page); for NWP 3-22.5 series, center them above the "Department of the Navy" line.

Place notations on the front cover page of a change to NWPs, NTTPs, NTRPs, NWP 3-22.5 series, and FXPs beneath the downgrading/declassification data (lower left of page).

When appropriate, place one of the following notations on the title page and on the change cover sheet:

RESTRICTED DATA

This material contains Restricted Data as defined in the Atomic Energy Act of 1954. Unauthorized disclosure subject to administrative and criminal sanctions.

FORMERLY RESTRICTED DATA

Unauthorized disclosure subject to administrative and criminal sanctions. Handle as Restrictive Data in foreign dissemination. Section 144b, Atomic Energy Act, 1954.

Pages of a chapter carry the highest classification that appears within the chapter.

CLASSIFICATION

14-pt Arial bold

11-pt Arial bold

NWP/NTTP/NTRP XX-X (Rev. X)

CHAPTER 12

18-pt Arial bold

24-pt Arial bold

Classification Markings (U)

12.1 (U) SUMMARY (ALIGN RUNOVER WITH MARKING SYMBOL OF FIRST LINE)

Note that the "(U)" after the chapter title indicates that the title is UNCLASSIFIED.

(U) The classification marking of headings is illustrated above. Headings are marked according to their own classification and do not reflect the overall classification of the material that follows. A heading is a paragraph for marking purposes (e.g., "**12.1 (U) SUMMARY**," as shown).

(C) Precede each paragraph of text with the appropriate marking symbol for that paragraph.

12.1.1 (U) Other

(U) In each chapter, annex, or appendix, mark each numbered heading and paragraph with an appropriate marking symbol (see paragraph A.12.5). Subdivisions are not marked if they do not express a complete thought and only the last item is punctuated. As an example, the following items do not express complete thoughts:

1. Systematized digital projection

2. Compatible organization flexibility

3. Synchronized transitional contingency.

This sample is not drawn to scale.

12.2 (U) SPECIFIC DETAILS

(U) The classification of the lead-in portion of a paragraph is shown at the beginning of the paragraph, even though a subsequent subparagraph may reveal a higher level of classification.

(U) This is an example of the concept expressed in the preceding paragraph, concerning follow-on marking in mixed lists:

1. (C) Note that when a listed item does express a complete thought, it must carry an appropriate classification marking, provided that such markings are required in that element of the chapter (i.e., it is a classified chapter).

2. (U) If there is a complete thought expressed, but it is unclassified, it should be marked as such.

3. (U) Mark and punctuate all elements.

12.2.1 (U) Standalone Rule

(U) If the paragraph, in context with other unclassified information, reveals any classified information, it will be so marked even though it does not warrant classification standing alone. Classification is always based on the information being revealed, never on the statement standing alone.

Note
CONFIDENTIAL for purposes of this sample; otherwise, UNCLASSIFIED.

Set headings in 11-point Arial bold and text in 11-point Times New Roman.

12-1

ORIGINAL

CLASSIFICATION

Figure A-21. Sample Paragraph Classification Numbering

CLASSIFICATION

PUBLICATION NO.

2G TURN

LEGEND

—————— TOW AIRCRAFT

— — — — LEAD AIRCRAFT

- - - - - - - WINGMAN

CEASE FIRE

CLIMBING
TURN
350-220
KNOTS

PATTERN STARTS WHEN SHOOTER
IS SET ON A PERCH 3000-5000
FEET ASTERN AND 2000-3000
FEET ABOVE TOW

CLEARED
TO FIRE

30 SECONDS
WARNING

10 SECONDS
WARNING

SAMPLE

10 SECONDS
WARNING

CLEARED
TO FIRE

**This sample is not
drawn to scale.**

30 SECONDS
WARNING

LEAD
FIRING
RUN

WINGMAN
FIRING
RUN

(U) NOTES

BASE ALTITUDE
   15,000-20,000 FEET
MANDATORY VOICE CALLS
   30 SECONDS WARNING
   10 SECONDS WARNING
   CLEARED TO FIRE
   CEASE FIRE

CEASE FIRE

DESCENDING
TURN 350 KNOTS

2G TURN

LEAD'S
YO-YO
OFF

CLASSIFICATION

Figure 7-2. (U) Dart Gunnery Pattern

7-8

CLASSIFICATION

ORIGINAL

Figure A-22. Sample Figure Classification

A.13.2 Downgrading/Declassification Data

Downgrading/declassification data shall appear only once in a classified publication on the lower left of the title page of a new or revised publication. It shall also appear on the cover sheet of a change to a classified publication.

The classification authority shall be in accordance with guidelines given in OPNAVINST 5513.1 — 15 Series. If classification is based on multiple sources, the guidelines given in SECNAVINST 5510.36 apply. In the latter case, the words "Multiple Sources" appear on the "DERIVED FROM" line, and a list of sources, along with the downgrading/declassification statement of each, shall be included on the title page.

If a major component of a publication is likely to be used separately, it shall be marked as a separate document with warning notice(s) and declassification data.

A.14 PRINTING FROM ADOBE ACROBAT® FILES

A.14.1 Printing Instructions for NWPs/NTTPs/NTRPs/FXPs (Except NWP 3-22.5 Series)

Make pages 8-1/2 inches by 11 inches after trim. Specify 3/8 inch top margin, 1 inch left (bind) margin, head to head, page sequence, and standard 3-hole punch (1/4 inch diameter, 4-1/4 inches center to center, left). Print publications on JCP A-60 (or equivalent weight) white paper. The paper shall not exceed 100 pounds per 1,000 sheets of 17- by 22-inch paper.

A.14.2 NWP/NTTP/NTRP/FXP Bar Coding and Stock Numbers (Except NWP 3-22.5 Series)

Stock numbers are supplied through the Technical Publications Distribution Section. The stock number and bar code are incorporated on the lower left of the title page or change cover sheet in the Adobe Acrobat® file. The stock number must be used when ordering print on demand copies from NLL website.

A.14.3 Printing Instructions for NTTP/NTRP 3-22.5 Series

Specifications are the same as for NWPs/NTTPs/NTRPs/FXPs, except for hole punching. Use a 5-hole punch. The top and bottom holes are 1/4 inch in diameter and 4-1/4 inches center to center, left. The middle three holes are 7/16 inch in diameter and 3-1/2 inches center to center, left.

A.14.4 NWP 3-22.5 Series Bar Coding and Stock Numbers

Stock numbers are supplied by NATEC, NASNI, San Diego, CA. The stock number and bar code are incorporated on the lower left of the title page or change cover sheet in both the Adobe Acrobat® file and the printed copy. The NAVAIR and stock numbers must be used when ordering print on demand copies from NATEC website.

A.14.5 Plastic Binders and Screwpost Fasteners

Publications are normally bound in hinged, translucent, plastic binders and assembled with screwpost fasteners. The title pages and back covers are printed on 110-lb index stock, color coded by security classification as follows:

1. Unclassified — Blue

2. Confidential — Canary Yellow

3. Secret — Vermilion Red.

When a publication is large enough to require the use of screwposts other than the standard size, specify one of the following sizes:

1-1/2" for 250 to 300 sheets (500 to 600 pages)

1-3/4" over 300 sheets (600 pages)
2" over 500 sheets (1,000 pages).

A.14.6 Other Requirements

For rapid reference, divider pages may be tabbed or printed with a bleed on the outside edge. The use of a bleed edge (approximately 1 inch in depth, staggered) is preferred since it does not require a time-consuming and costly assembly process. If tabbed dividers are used, trim tab dividers to 8-3/4 inches by 11 inches with ½-inch cutouts; trim pages for publications with tab dividers to 8-1/4 inches by 11 inches. Ask the printer to set copy for the tabs. Print tab dividers on 100 pound white index stock.

Print foldouts with a full-page apron fold (9-1/2 inches) to provide total reference when using other parts of the publication. Maximum printable area for a foldout page shall not exceed 45 inches in width and 10 inches in height. Do not print foldout pages on their reverse sides. Leave 3/8-inch margin at the unbound edge and a 3/8-inch margin outside the apron fold to ensure that the illustration can be seen when preceding pages cover the apron. The descriptive title and page number shall be visible when the page is folded.

Print the list of effective pages on a full-page apron with no printing on the reverse (left-hand) face.

Do not print on the obverse (right-hand) face of the back cover.

A.15 REVIEW DRAFTS

A review draft is a document developed solely for the purpose of review and validation prior to issuing a final publication. It differs from a test publication in that it is not intended for official use or application. Normally, review drafts are prepared to less stringent format standards than those of the final publication. These standards are in addition to the draft procedures outlined in Chapter 3.

A.15.1 Title Page

The title page shall be as shown in Figure A-2 except that the words REVIEW DRAFT in 36-point type shall be centered below the publication number.

A.15.2 Front Matter

No front matter other than a title page, table of contents, list of illustrations, and preface is required. The preface shall state the following:

"This draft is intended for review purposes only and, unless otherwise directed, shall not be the basis for action of any kind. Comments and questions related to this publication shall be directed to (name and address of appropriate command)."

A.15.3 Text Development and Draft Copy

Text shall be written as thoroughly and completely as possible in the same editorial and grammatical style as that intended for the final publication. Text shall be proofread for spelling, grammar, and proper keying of illustrations and tables to pages as they appear in the draft.

If material is not available when the draft is prepared, a description of content shall be included so that reviewers can visualize the entire publication in context.

A review draft may be prepared with unjustified right margins, set to one and one-half or double spacing. It is desirable to provide reviewers with enough room to insert handwritten comments and text changes.

A.15.4 Illustrations

Illustrations shall be complete with respect to correct callouts and labeling. If illustrations from another publication are used, extraneous callouts and labels from the original application shall be removed. Illustrations should appear in the draft in the size intended for the final copy. Illustrations may be placed on separate pages, regardless of size, if desired, but close to the primary discussion.

A.15.5 Page Marking

Page numbers shall be placed at the center of each page below the last line of text. Pages shall be numbered by chapter in sequence (e.g., 3-6 is the sixth page in Chapter 3). For a classified review draft, classification markings shall be placed at the top and bottom center of each page.

A.15.6 List of Effective Pages

A list of effective pages shall be included so that a reviewer may verify completeness of the draft copy.

A.15.7 Reproduction

Drafts may be reproduced by any means of duplication that provides clear, sharp black and white copies. Either single-sided or back-to-back reproduction may be used; however, if the total number of single-sided sheets exceeds 200, back-to-back duplication should be used.

APPENDIX B

NWP/NTTP/TACMEMO Numbering System

B.1 NUMBERING

In general, the NWP/NTTP/TACMEMO numbering system adheres to the following conventions.

1. **Series.** The first numerical group identifies the major area.

2. **Functional Field.** The second numerical group, following the hyphen, places the publication within a functional field. These functional fields are derived from the numbers assigned joint publications in the same functional mission areas. Where there is no associated joint doctrine for a given naval tactical area, a nonconflicting number is issued, for example, the NWP 3-2X series.

3. **Expanded Doctrine/TTP.** The third numerical group, following the decimal, TTP for sequenced manuals within the functional field. When the number of publications within a functional area warrants, the publications may be further divided into a third and fourth group of numbers separated by a decimal.

Series	Function Field	Area
1		**GENERAL/ADMINISTRATION**
1	-0	LEADERSHIP
1	-01	PUBLICATION REFERENCE
1	-02	TERMINOLOGY REFERENCE
1	-03	REPORTING SYSTEM
1	-05	RELIGIOUS MINISTRY SUPPORT
1	-10	TACTICAL REFERENCE
1	-11	PLATFORM CAPABILITIES
1	-12	TERRAIN
1	-14	LAW
1	-15	COMBAT STRESS
2		**INTELLIGENCE**
2	-01	INTELLIGENCE SUPPORT
3		**OPERATIONS**
3	-01	AIR WARFARE
3	-02	EXPEDITIONARY WARFARE
3	-03	STRIKE WARFARE OPERATIONS
3	-04	JOINT MILITARY OPERATIONS (AIR)
3	-05	NAVAL SPECIAL WARFARE
3	-06	RIVERINE WARFARE
3	-07	MILITARY OPERATIONS OTHER THAN WAR
3	-09	FIRE SUPPORT

Series	Function Field	Area
3	-10	NAVAL COASTAL WARFARE
3	-11	NUCLEAR, BIOLOGICAL, CHEMICAL DEFENSE
3	-13	INFORMATION OPERATIONS/INFORMATION WARFARE
3	-14	SPACE OPERATIONS
3	-15	MINE WARFARE
3	-20	SURFACE WARFARE
3	-21	ANTISUBMARINE WARFARE
3	-22	NAVAL AVIATION WARFARE
3	-50	SEARCH AND RESCUE/COMBAT SAR
3	-51	ELECTRONIC WARFARE
3	-52	AIRSPACE CONTROL
3	-54	OPERATIONAL SECURITY
3	-55	RECONNAISSANCE SURVEILLANCE
3	-56	OPERATIONAL COMMAND/CONTROL
3	-57	CIVIL AFFAIRS
3	-58	MILITARY DECEPTION
3	-59	OCEANOGRAPHY
4		**LOGISTICS**
4	-01	TRANSPORTATION
4	-02	HEALTH PROTECTION
4	-04	NAVAL ENGINEERING
4	-07	MAINTENANCE
4	-08	SUPPLY
4	-09	OTHER LOGISTIC SERVICES
4	-10	CONVENTIONAL ORDNANCE
4	-11	ENVIRONMENTAL
5		**PLANNING**
5	-00	TASK FORCE PLANNING
5	-01	OPERATIONAL PLANNING
5	-02	JOINT TASK FORCE LIAISON
6		**COMMAND AND CONTROL**
6	-01	COMMUNICATIONS
6	-02	TACTICAL C4 SYSTEMS

APPENDIX C

Project Proposal Format

C.1 SUBMISSION

Proposals can be submitted by message or letter. Letter proposals should include the same subjects in the same format as the sample message requests. If forwarded by letter, originator and endorser should include any supporting material deemed appropriate as enclosures or references. See Figure C-1 for a sample.

C.2 VALIDATION COMMENT REQUEST

NWDC may require comments from subject matter experts regarding the validity of NWP/NTTP/NTRP/FXP project proposals. NWDC may use a letter or message in the general format of Figure C-2 to solicit these inputs. The exact contents should be tailored to meet the specific requirements of the project or information desired.

C.3 NWP/NTTP PROGRAM DIRECTIVE FORMAT

NWDC will normally issue a program directive for new NWP/NTTP/NTRP/FXP projects and revisions to existing NWPs/NTTPs. The format will be similar to the sample message in Figure C-3.

```
FROM (Submitting Organization)
TO      COMNAVWARDEVCOM NEWPORT RI//N5//
        (Chain of Command)
INFO    (Appropriate Commands)
(Classification)//N03510//
MSGID/GENADMIN/(Organization ID)//
SUBJ/NWP/NTTP/NTRP PROJECT PROPOSAL//
POC/(Last name)/(Rank)/(Command)/(Code)/TEL:  /EMAIL:  //
RMKS/1. DESCRIPTION OF PROPOSAL. Describe the proposed NWP/NTTP/NTRP in brief, non-
technical terms.
2. PURPOSE. Describe how the proposed NWP/NTTP/NTRP will enhance combat or operational ef-
fectiveness. Include justification based on doctrinal or procedural voids in existing publications.
3. HISTORY OF PROBLEM. Identify any background information that led to development of this
proposal.
4. PRIORITY. Recommend the priority (critical, urgent, routine) for developing the NWP/NTTP/ NTRP.
5. REFERENCES. Identify relevant published service, joint, and combined doctrine or TTP.
6. RECOMMENDED TARGET AUDIENCE. Include both specific targeted audience and the range of
interested commands or individuals.
7. RESPONSIBLE COMMANDS. Recommend PRA, CRAs, TRAs, and TCO. (Submission should
not be delayed if these commands have not been identified.)
8. OTHER RELEVANT INFORMATION. Provide any additional information that should be considered.//
```

Figure C-1. Project Proposal

```
FROM COMNAVWARDEVCOM NEWPORT RI//N5//
TO      (Appropriate Commands)
INFO    (Appropriate Commands)
(Classification)//N03510//
MSGID/GENADMIN/COMNAVWARDEVCOM//
SUBJ/VALIDATION OF NWP/NTTP PROPOSAL//
AMPN/Subject of message from command proposing NWP/NTTP/NTRP project//
POC/(Last name)/(Rank)/(Command)/(Code)/TEL:  /EMAIL:  //
RMKS/1. REF A PROPOSES DEVELOPMENT OF NWP/NTTP COVERING (Subject). REQUEST
YOU ASSIST IN DETERMINING VALIDITY OF PROJECT BY PROVIDING RESPONSE TO THE
FOLLOWING QUESTIONS:
A. WILL THE PROPOSED NWP/NTTP IMPROVE THE COMBAT OR OPERATIONAL
EFFECTIVENESS OF NAVY FORCES?
B. DOES THE PROPOSAL DUPLICATE ONGOING PROJECTS?
C. SHOULD THE SCOPE BE MODIFIED IN ANY WAY?
D. ARE THERE ANY OTHER REFERENCES THAT AFFECT THE PROPOSAL?
E. SHOULD THE PROPOSAL BE APPROVED? IF NOT, WHY?
F. WHAT PRIORITY SHOULD BE ALLOCATED TO THE PROPOSAL?
G. WHO ARE THE RECOMMENDED RESPONSIBLE COMMANDS?
H. ANY ADDITIONAL COMMENTS?//
```

Figure C-2. Sample Validation Comment Request

```
FROM COMNAVWARDEVCOM NEWPORT RI//N5//
TO     Assigned PRA, CRAs, TRAs, and TCO
INFO   CNO WASHINGTON DC//N512//
       CG MCCDC QUANTICO VA//C42//
       JWFC FT MONROE VA//DOC//
       (ADDRESSEES AS NECESSARY)
UNCLASS//N-5200//
MSGID/GENADMIN/COMNAVWARDEVCOM//
SUBJ/PROGRAM DIRECTIVE FOR NWP/NTTP/NTRP/FXP (Number) (Title)//
REF/A/DOC/NWDC/010201//
REF/B/DOC/NWDC/950601//
REF/C/DOC/JCS/940323//
REF/(As needed)//
NARR//REF A IS NTTP 1-01 (REV. B). REF B IS NTTP 1-02 AND REF C IS JP 1-02, NAVAL AND
JOINT TERMINOLOGY PUBLICATIONS
POC/(Last name)/(Rank)/(Command)/(Code)/TEL: (Number)/EMAIL: (Address)//
RMKS/1. PURPOSE. THIS MSG INITIATES THE DEVELOPMENT AND ESTABLISHES PROJECT
MILESTONES FOR NWP/NTTP/NTRP/FXP (Number), (Title). (or THE REVISION OF NWP (Num-
ber), (Title). RESPONSIBILITY FOR PUBLICATION DEVELOPMENT (REVISION) IS ASSIGNED
TO
PRIMARY REVIEW AUTHORITY:            (Designated PRA)
COORDINATING REVIEW AUTHORITIES:    (Designated CRAs)
                                     NWDC
TECHNICAL REVIEW AUTHORITY:          (Designated TRA - if required)
TECHNICAL COGNIZANCE OFFICE:         (Designated TCO)
2. BACKGROUND. (Briefly discuss relevant background information that justifies the project.)
3. SCOPE. (Provide guidance on breadth of the project and areas the document should address
-Sample: THIS NWP WILL BE AN OVERARCHING DOCUMENT DESIGNED TO ILLUSTRATE TO
THE OPERATIONAL /JOINT FORCE COMMANDER . . . .  THIS NWP WILL SERVE AS A PLACE-
HOLDER (CAPSTONE PUB) FOR LOWER LEVEL, MISSION SPECIFIC TACTICS, TECHNIQUES,
AND PROCEDURES (TTP).  IT WILL REFER THE READER TO THE APPLICABLE TTP RATHER
THAN EXAMINE SPECIFIC TACTICAL DETAILS OF EACH MISSION AREA.  THIS PUBLICATION
WILL ADDRESS . . .)
4. CHAPTER OUTLINE.
EXECUTIVE SUMMARY
CHAPTER 1.  INTRODUCTION
A.  (Mission overview, enabling/supportive missions)
CHAPTER 2. (As appropriate)
A. (As appropriate)
B. (As appropriate)
C. (As appropriate)
ADDITIONAL CHAPTERS (As appropriate)
5. RECOMMENDED TARGET AUDIENCE. (Specify intended users - Sample: OPERATIONAL/
JOINT TASK FORCE, COMBINED FORCE COMMANDERS AND THEIR STAFFS.)
6. REFERENCES. (Identify approved doctrinal and TTP publications)
7. OTHER SOURCES OF INFORMATION TO BE CONSIDERED. (Cite other possible reference
sources such as OPGEN//OPTASK, Lessons Learned Data Base, etc., as applicable)
8. PROJECT DEVELOPMENT MILESTONES: (As applicable)
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Figure C-3. Sample Program Directive (Sheet 1 of 2)

9. THE PRA HAS PRINCIPAL RESPONSIBILITY FOR COORDINATION AND DEVELOPMENT OF THIS NWP/NTTP/NTRP/FXP. (For NTTPs/NTRPs/FXPs include: NWDC IS DESIGNATED A CRA TO ENSURE CONSISTENCY WITH NAVY, JOINT, AND NATO DOCTRINE AS WELL AS PUBLI-CATION FORMAT AND TERMINOLOGY.) PRA/CRAS SHOULD DESIGNATE CONTRIBUTING COMMANDS AND DEFINE THEIR RESPONSIBILITIES. DIRECT LIAISON AND CONTINUOUS CONSULTATION AMONG RESPONSIBLE COMMANDS IS ENCOURAGED.

10. REFS B AND C TERMINOLOGY WILL BE USED TO THE GREATEST EXTENT POSSIBLE DURING THE DEVELOPMENT OF THIS PROJECT. NEW OR MODIFIED TERMS SHOULD ONLY BE USED WHEN SUCH TERMS ARE ESSENTIAL TO THE DEVELOPMENT AND UNDER-STANDING OF THE PROPOSED DOCTRINE. WHEN SUCH TERMS ARE USED, THE PRA WILL SUBMIT A RECOMMENDATION FOR ADOPTION OF THE CHANGE TO COMNAVWARDEVCOM IN CONJUNCTION WITH THE FINAL DRAFT OF THE PUBLICATION.

11. OTHER RELEVANT INFORMATION. *(Specify.)*

12. DRAFT DOCUMENTS AND SUPPORTING MATERIAL FOR THE DEVELOPMENT (REVISION) OF THIS PUBLICATION WILL BE POSTED ON THE NWDC SIPRNET SITE. WWW.NWDC.NAVY.SMIL.MIL.//

BT

Figure C-3. Sample Program Directive (Sheet 2 of 2)

APPENDIX D

Navy Warfare Library

D.1 MAINTENANCE

The NWL custodian should use the resources available (i.e., computer data bases, OPNAV forms, handwritten cards) to structure the library's records to meet specific needs. The following figures are provided as examples that can be used as a basis for creating records, but they are not required formats. The most important criteria is utility to the using command. Commands are encouraged to modify these figures to meet their needs.

1. Figure D-1 is a sample format for an inventory file. Such a file can be computer generated or maintained manually on a general record card or similar form.

2. Figure D-2 is a sample OPNAV Form 5070/11 catalog card. This card can be used as part of a card file NWL inventory management system. Form is available on line at: http://neds.nebt.daps.mil/.

3. Figure D-3 is a sample OPNAV Form 5070/12 that can be used to record entry of changes in paper copies of publications.

SHORT TITLE	LONG TITLE	CLASS	ONBOARD	LOCATION	SUBCUSTODY OR HOLDER	REMARKS	CHANGE STATUS
NTTP 1-01 (Rev. B)	The Navy Warfare Library	U	1	1. NWL		Replacement copy ordered	
NWP 3-01.01 Formerly NWP 32 (Rev. 1)	Antiair Warfare	C	1 paper	1. Ops	Subcustody LT Jones	Locally produced in excess of allowance (S-034-92)	Change 1
NWP 3-22.5-F/A18, Vol. 1	F/A-18 Tactical Manual, Vol. 1	C	2	1. Ops 2. NWL	Subcustody LCDR Thomas		Change 4 through U/C 4/5 Change 5 pending
NWEL OCT 00 Issue	Navy Warfare Electronic Library CD-ROM	S	2 sets of 7 discs each	1. NWL 2. CIC	Holder LT Jones	3 DISCS UNCLASS 4 DISCS SECRET (S-0123-94)	

Figure D-1. Sample Inventory Sheet

SHORT TITLE	COPY NUMBERS ON HAND						CLASSIFICATION OF PUBLICATION
NWP 3-15	P 1 C 2	3	4	5	6		CONFIDENTIAL
LONG TITLE							**EFFECTIVE DATE**
MINE WARFARE							MAY 96

CHANGE OR CORRECTION	DATE OF ENTRY BY COPY NUMBER									
	1	2	3	4	5	6	7	8	9	10
CNG 1										
MSG U/C 1/1										

NWPL CATALOG CARD OPNAV 5070/11 (Rev. 9-75) S/NO 107-LF-050-7055

OPNAV 5070/11 (Rev. 9-75) BACK

		DISPOSITION OF PUBLICATION				
COPY NO.	**HOLDER** (*Signature*) 7	**LOCATION**	**RCVD DATE**	**RETURN DATE**	**DESTRUCTION**	
					DATE	AUTHORITY
1&2	NWL	NWL	1			
1	OPS	CIC	2	3		
1	NWL	NWL	4			
1	–	–			5	6

REMARKS

Notes: 1. Date received by library.
2. Date given to subcustodian or holder.
3. Date returned.
4. Date received. (Should match 3)
5. Date destroyed. (Classified material)
6. Destruction authority. (Classified material)
7. Signature of holder if requested by local procedures only.

Figure D-2.   Sample NWL Catalog Card

SHORT TITLE	COPY NO.	CHANGE OR CORRECTION

REMARKS:

  I acknowledge receipt of the above change or correction and certify that this change or correction will be entered in (5) working days and that the superseded pages will be returned to the Navy Warfare Library.

SIGNATURE	DATE

PART 1 S/N 0107-LF-050-7062

  I certify that the above change or correction has been entered and the list of effective pages was checked against the contents of the basic publication, and the superseded pages and residue of the change were returned to the Navy Warfare Library.

NOTE: Missing pages or other defects should be reported in the REMARKS space above.

SIGNATURE	ENTRY DATE

PART 2 S/N 0107-LF-050-7062

- -

CHANGE ENTRY CERTIFICATION   **RETURN TO**
OPNAV 5070/12 (REV. 1-79)   **NAVY WARFARE LIBRARY**

Figure D-3. Sample Change Entry Certification Form

INDEX

O

P

R

S

T

LIST OF EFFECTIVE PAGES

Effective Pages	Page Numbers
Change 1	1 (Reverse Blank)
Change 1	3 (Reverse Blank)
Change 1	5 thru 13 (Reverse Blank)
Change 1	15 thru 21 (Reverse Blank)
Change 1	23 thru 26
Change 1	1-1 thru 1-7 (Reverse Blank)
Change 1	2-1 thru 2-9 (Reverse Blank)
Change 1	3-1 thru 3-16
Change 1	4-1 thru 4-11 (Reverse Blank)
Change 1	A-1 thru A-62
Change 1	B-1, B-2
Change 1	C-1 thru C-4
Change 1	D-1 thru D-4
Change 1	Index-1 thru Index-6
Change 1	LEP-1 (Reverse Blank)

NTTP 1-01 (REV. B)